

CHAPTER 5

ENLISTED SERVICE RECORDS

One of your most important responsibilities as a Personnelman (PN), will be to maintain the enlisted service records of personnel attached to your command. This chapter will talk about your responsibilities for maintaining enlisted service records and why your role is so important. Although each enlisted service member shares the responsibility for making sure his or her service record is accurate and up to date, you the PN, must make sure you do your part. In your office, you will have physical possession of these records. You will be assigned the job of maintaining them properly, completely, and accurately. You will be required and expected to do this. The people of your command will depend on you and trust in your personal integrity.

After studying the information in this chapter, you should be able to explain the importance of the enlisted service records, why your role in the maintenance of these records is so critical, and the actions you should take to keep these records accurate and current. You should also be able to recognize the general form of the enlisted service record and identify the documents that belong on the left and right sides, explain the purpose of each page, describe the appropriate entries required for each page, and recognize the procedures you should follow to make the required changes and corrections to keep the information in these records accurate and up to date. You should also be able to describe the uses and requirements for submission of enlisted performance evaluation reports and the eligibility criteria for good conduct awards. Finally, you should be able to explain the significance of the verification, accountability, and disposition procedures of enlisted service records.

IMPORTANCE OF ENLISTED SERVICE RECORDS

Have you ever asked yourself what the significance of the enlisted service record really is? Did you know that the information in a member's service record is used to make a variety of choices that will affect that member's life and career? You may or may not know it, but many very important decisions are made based on the information contained in the service record. For example, information in the service record helps your commanding officer (CO) determine whether or not an individual is eligible for advancement. Information in

the service record is also used for decisions concerning a person's next duty assignment. Information is further used to complete appropriate documents concerning disciplinary infractions. Many other decisions are made based on information contained in the service record; therefore, it is vitally important that the information contained in these records be accurate and complete. This is where you come in.

Keeping enlisted service records up to date with accurate entries is not an easy job. As a PN assigned to this job, you will face many routine challenges. Because you will be working with so many records and names, you will always have to pay close attention to detail. You have probably already noticed this in the personnel office at your command.

Oftentimes, there are individuals with common last names such as Smith and Jones. Some of these people may even have the same first name! It can get confusing when you have individuals with the same name. You must be very careful to correctly identify an individual's service record when you make service record entries or file documents. You have probably already seen errors in enlisted service records, such as entries that you know for a fact should not have been made. You also have probably seen service records that have documents on the left side that should not be there. Sometimes, the members notice these discrepancies themselves and wonder how the documents got there or why certain entries were made. The answer is simple. The PN who was maintaining the records was not paying attention to detail and made the inappropriate entries or filed the wrong documents.

The importance of properly maintaining enlisted service records is your responsibility. You probably take pretty good care of your own service record. You probably make sure it contains all the proper entries and documents that pertain only to you, right? Why should any of your shipmates expect anything less? You should maintain your shipmates' service records as carefully as you maintain your own. One enlisted service record is not more important than another; it does not matter if it is yours or one of your shipmates'. Actually, you do not own your enlisted service record any more than your shipmates own theirs. All enlisted service records are the property of the U.S.

Government. As a PN, you have the same responsibility for keeping each member's service record up to date.

COMPLETENESS OF SERVICE RECORDS

Making sure each service record is complete and accurate is an important job. Let's consider the case of RMSN Pistol. RMSN Pistol recently graduated from class A school and reported to his first duty station aboard a ship that happens to be the same ship you are on. After being on board for 6 months, he becomes time-in-rate eligible to participate for advancement to RM3. A few weeks before the Navywide advancement examination date, you review the time-in-rate eligibility/advancement requirements listing prepared by your command and discover that the list does not show RMSN Pistol as having completed any of the advancement requirements.

You immediately interview RMSN Pistol. He assures you he completed all the prerequisites for advancement before he left class A school. He also tells you that he assumed all entries had been made in his service record because the PN in the personnel support detachment's (PERSUPPDET's) educational services office (ESO) promised him this would be done.

When you communicate with the PERSUPPDET that transferred Pistol to your command, you learn that the PN who was supposed to have made the entries in Pistol's service record has already been transferred overseas. You are also told that the PERSUPPDET, as a matter of policy, does not keep any records of completed advancement requirements after the entries are made in the service records. You are also informed that no advancement requirement entries are on file for RMSN Pistol.

You subsequently inform RMSN Pistol. As would be expected of any sailor who completed the requirements for advancement and then finds out no entries were made, Pistol is outraged. He blames all PNs for what happened and says they are all the same. He tells you he is going to put in a request chit to see the CO to complain.

Fortunately, you are able to calm Pistol down and explain to him that he still has time to complete the requirements. You assure him that he really has no other choice. He eventually requalifies for advancement and is allowed to take the advancement exam for RM3.

This mistake never should have happened. After initially completing the advancement requirements, Pistol should have checked his service record to make sure all the entries were made. Of course, Pistol should have definitely done this before he transferred, but because of his lack of experience in the Navy and his trust in the PN who was supposed to make the appropriate entries, he did not check his service record. Of course, the PN in the ESO of the PERSUPPDET should have made certain Pistol's service record entries were made, but he failed to keep his promise. Of course, the transfers' PN also should have checked Pistol's service record because it was her job to do so and was even part of the normal check-out procedure, but she failed to follow through. There were several opportunities for this mistake to be discovered and corrected, but it was not. Do you understand the mess RMSN Pistol had to deal with because of all this?

What happened to RMSN Pistol could happen to any enlisted service member. Do you see why the entries in every member's service record should be accurate and up to date? This is why you, the PN—the one who maintains the enlisted service records—should always make sure you maintain these records properly, completely, and accurately. If during the reporting interview or while doing periodic service record verifications, you discover errors in an individual's service record, do not allow these discrepancies to continue. Fix them on the spot. If you do not know how to fix them, ask your supervisor. He or she will know what to do or will help you find the answer.

ACCURACY OF SERVICE RECORDS

As well as being complete, the information in each member's service record must also be accurate. In Pistol's case, the service record was incomplete. As an example of what can happen because of inaccurate information in a member's service record, let's look at the case of Chief Petty Officer Frost.

CPO Frost had recently reported for duty to your ship, home-ported at Naval Station, San Diego, California. Frost was an admirable and enviable individual who had accomplished many achievements during his 14-year naval career. His record was impeccable. A few months after reporting for duty to your ship, Frost was rumored to be having marital problems and was in the process of getting a divorce.

You were told by your chief that Frost would soon come to the personnel office to change his page 2, NAVPERS 1070/602, and his Servicemen's Group Life

Insurance (SGLI) election form. Being a motivated PN, you told your chief that you would be ready for Frost any time he chose to come in. You waited for days. You even pulled Frost's service record from the file, but Frost never showed up.

Later you found out that Frost had been involved in a car accident right outside the main gate of the naval station and was pronounced dead at the scene. Your command's casualty assistance calls officer (CACO) tried to locate Frost's wife to inform her about the accident but was unable to do so. A month ago, Frost's wife moved to New York City, but Frost had not updated his page 2. The CACO also tried to contact Frost's parents, but they were both deceased. Again, Frost failed to update his page 2. The CACO finally located Frost's wife and contacted her.

In her conversation with the CACO, Frost's wife indicated that she was more interested in her benefits as a result of her husband's death than in what to do with Frost's remains. Since Frost had neglected to update both his page 2 and the SGLI election form in his service record, his estranged wife collected everything. Even though the chief did not intend for his wife to collect benefits, the page 2 and the SGLI form in his service record still had his wife listed as the sole beneficiary. She became entitled to the appropriate benefits as a result of her husband's death.

Whose responsibility do you think it was to make sure Frost's service record contained complete, accurate, and up-to-date information? In this case, the responsibility was really CPO Frost's. You could not have done anything about the out-of-date information because you never received the information required to bring his service record up to date.

In many instances, however, it is both the member's and your responsibility for the accuracy of the information in the enlisted service record. What if CPO Frost had actually come in to the personnel office and provided you with all the information to be changed on his page 2, but you failed to get it typed in time for him to sign it? Let's go a step farther. What if you had told Chief Frost to wait to complete and sign another SGLI form until you had the new page 2 typed and ready for him to sign? If Frost had agreed, you would never have obtained his signature on either document. Upon Frost's death, there would have been nothing you could do to protect Frost without his original signature on both documents. Your command would have had to use the existing documents that were signed and on file in Frost's service record.

Although the responsibility for verifying service records for completeness and accuracy is both the member's and yours, you should still do everything in your power to make sure all entries are recorded as soon as possible. Whether you are working on page 2s, 4s, 13s, or any other part of the enlisted service record, do not allow these documents to pileup. Set your priorities, get the job done, and always get the job done right the first time!

GENERAL FORM OF THE SERVICE RECORD

One of your duties as a PN is to become familiar with the general form of the enlisted service record. The front of a U.S. Navy Enlisted Service Record, NAVPERS 1070/600, and the Career Performance Data separator, NAVPERS 1070/617, are shown in figure 5-1.

According to the *Naval Military Personnel Manual* (MILPERSMAN), NAVPERS 15560, Article 5030130, a field service record is opened by the recruiting activity when a person enlists, reenlists, or is inducted in the Regular Navy or Naval Reserve. Once a person has enlisted or reenlisted and all the appropriate pages are included in the service record, the record is kept by the personnel office that normally maintains these records. Depending on where a member is stationed, the office that maintains the service record can be either a ship's personnel office or a PERSUPPDET ashore.

A good PN must have a thorough understanding of every type of documentation in the enlisted service record. In the following paragraphs, the contents of both the left side and right side of the enlisted service record will be identified and discussed. Keep in mind that each of the documents discussed in this section is not necessarily applicable to every enlisted member's service record. Remember also that certain documents should not be obtained solely for the purpose of putting them in the service record; however, when additional documents are required for an individual service member, they should be obtained and included in that person's service record. To be a good PN, you must be able to identify the appropriate documents for each enlisted member's service record and to do your part to make sure the record is up to date.

LEFT SIDE OF THE SERVICE RECORD

On the left side of the folder, you are to file official or unofficial documents that are required for record

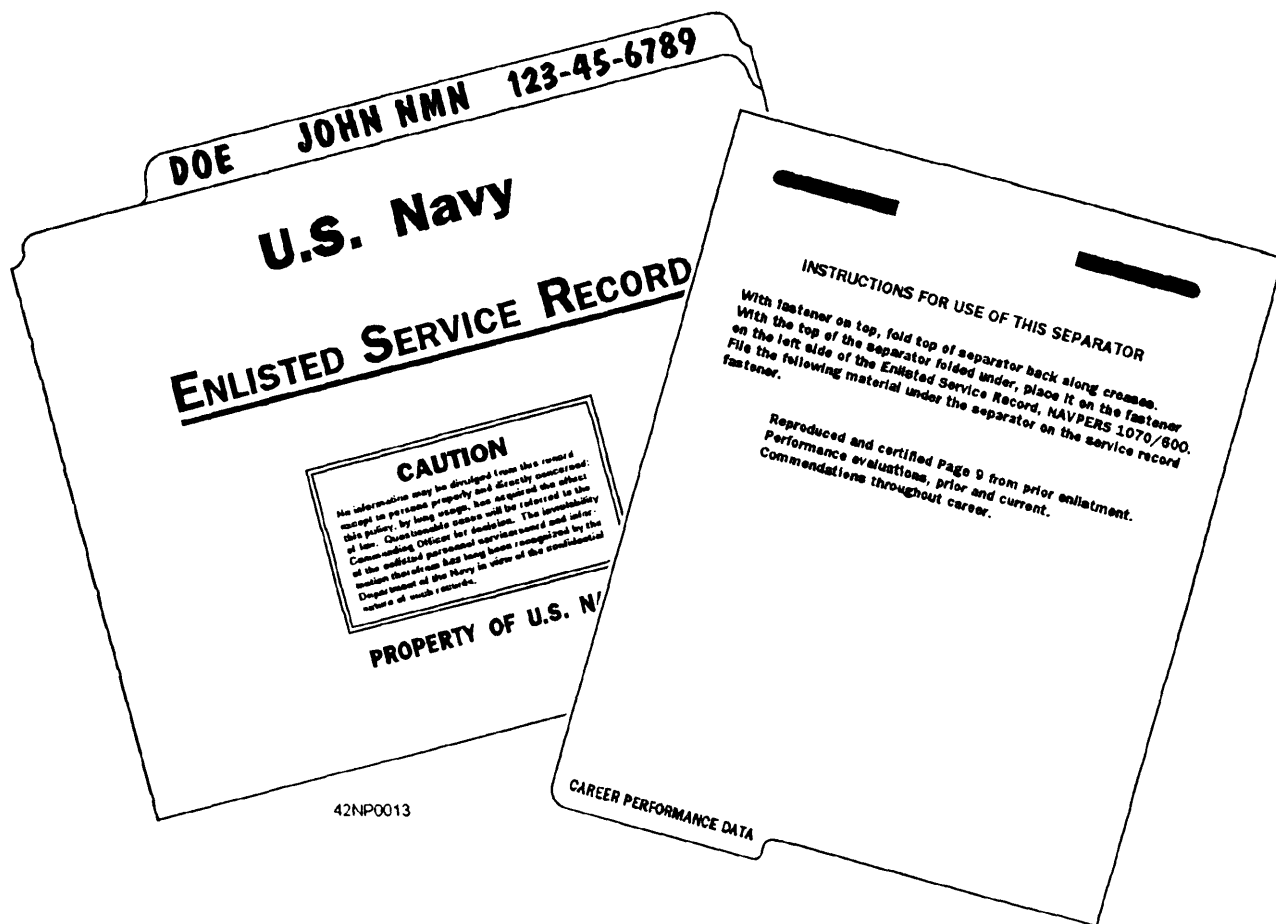


Figure 5-1.—U.S. Navy Enlisted Service Record, NAVPERS 1070/600, and Career Performance Data Separator, NAVPERS 1070/617.

purposes or for safekeeping. According to the MILPERSMAN, Article 5030200, the left side of the service record should contain the following documents, if applicable to the member, and filed in the sequence indicated below with item (1) on top.

1. Record Identifier for Personnel Reliability Program, NAVPERS 5510/1
2. Record of Disclosure-Privacy Act of 1974, OPNAV 5211/9
3. Personnel Reliability Program Screening and Evaluation Record, NAVPERS 5510/3
4. Certificate of Personnel Security Investigation, Clearance and Access, OPNAV 5520/20
5. Current Permanent Change of Station (PCS) orders and endorsements
6. Drug and Alcohol Abuse Statement of Understanding, OPNAV 5350/1
7. Montgomery GI Bill (MGIB) Act of 1984, DD Form 2366
8. Statement of Understanding-Selected Reserve Educational Assistance Program, OPNAV 1780/1
9. Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility, DD Form 2384
10. Personnel Security Questionnaire (National Agency Checklist), DD Form 398-2
11. Request for Personnel Security Investigation (PSI), DD Form 1879 (if PSI pending)
12. Personnel Security Questionnaire Background Investigation (BI) and Special Background Investigation (SBI), DD Form 398
13. Statement of Service, NAVPERS 1070/877
14. Record of Military Processing—Armed Forces of the United States, DD Form 1966

15. USN Alcohol and Drug Abuse Screening Certificate, Annex A to DD Form 1966, NAVCRUIT 1133/7
16. Enlistment Statement of Understanding, NAVCRUIT 1133/53
17. Career Performance Data Separator, NAVPERS 1070/617, also commonly referred to as the performance divider. Under the Career Performance Data separator, you should group like documents together and maintain each category in chronological order with the most recent document on top.
 - a. All Personal and Unit Awards, Citations, letters of Commendation and Appreciation
 - b. Fitness Reports and Counseling Records, NAVPERS 1610/2
 - c. Evaluation Reports and Counseling Records, NAVPERS 1616/26
 - d. Record of Discharge from the U.S. Naval Reserve (Inactive) (Page 14), NAVPERS 1070/615
 - e. Certificate of Release or Discharge from Active Duty (Page 15), DD Form 214
 - f. Certified copy of page 9s from previous enlistment or reenlistment, Enlisted Performance Record, NAVPERS 1070/609
 - g. Reproduced copy of page 5s from previous enlistment or reenlistments, History of Assignments, NAVPERS 1070/605
 - h. Individual Accomplishments Report (IAR)

NOTE: Additional documents deemed necessary or important by your command may also be filed on the left side of the service record above the performance divider in chronological order, latest date on top.

RIGHT SIDE OF THE SERVICE RECORD

According to the MILPERSMAN, Article 5030200, you should file the following documents on the right side of the service record from bottom to top, in the following order:

- Enlistment/Reenlistment Document—Armed Forces of the United States, with Annex(es), DD Form 4, when applicable.

- Immediate Reenlistment Contract (Page 1), NAVPERS 1070/601.
- Agreement to Extend Enlistment (Page 1A), NAVPERS 1070/621.
- Agreement to Recall or Extend Active Duty (Page 1B), NAVPERS 1070/622.
- Application for Uniformed Services Identification Card/DEERS Enrollment, of member and/or dependents, DD Form 1172 (current copy).
- Navy Dependent Care Certificate, OPNAV 1740/1.
- Dependency Status Action, NAVCOMPT 3072.
- Servicemen's Group Life Insurance (SGLI) Election and Certificate, SGLV-8286. (A blank copy of this form is shown in fig. 5-2. Whenever you prepare these forms, always use original forms.)
- Dependency Application/Record of Emergency Data, NAVPERS 1070/602 and/or Record of Emergency Data, DD Form 93 (Page 2).
- Enlisted Classification Record, NAVPERS 1070/603 (Page 3), which should be retained in the service record unless otherwise stated in MILPERSMAN, Article 5030260.
- Enlisted Qualifications History, NAVPERS 1070/604 (Page 4). (This form has replaced the Enlisted Classification Record, NAVPERS 1070/603 (Page 3), which has been discontinued.)
- History of Assignments, NAVPERS 1070/605 (Page 5).
- Record of Unauthorized Absence, NAVPERS 1070/606 (Page 6).
- Court Memorandum, NAVPERS 1070/607 (Page 7).
- Enlisted Performance Record, NAVPERS 1070/609 (Page 9).
- Administrative Remarks, NAVPERS 1070/613 (Page 13).

Again, keep in mind that each of the documents listed for the right side or left side of the service record may not always be necessary or applicable to all

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members, nor should they be obtained solely for the purpose of filing them in the service record.

DESCRIPTION OF ENLISTED SERVICE RECORD PAGES

Publications such as the MILPERSMAN and the DFAS *Pay/Personnel Procedures Manual* (Navy), volume II, NAVSO P-3050-2M, and the Department of the Navy Source Data System Procedures Manual (SDSPROMAN), NAVSO P-3069, contain item-by-item directions for completing the right-side pages of the service record. As a PN3 or PN2 responsible for making service record entries, you should become familiar with these manuals.

The following sections will provide you with a document-by-document description of the pages that are located on the right side of the enlisted service record according to the MILPERSMAN, Articles 5030220 through 5030445.

ENLISTMENT/REENLISTMENT DOCUMENT-AWED FORCES OF THE UNITED STATES (PAGE 1)

According to the MILPERSMAN, Article 5030220, the Enlistment/Reenlistment Document—Armed Forces of the United States, DD Form 4, page 1 of the enlisted service record, is considered the basic document that establishes a legal relationship between the U.S. Government and an enlisted member.

This form is designed to provide a complete and comprehensive document that specifies the terms of the agreement between the enlistee and the U.S. Government/Armed Forces in clear English to avoid recruit and/or parent misunderstanding. Copies of the front and back sections of a DD Form 4 are shown in figure 5-3.

This form is completed following guidelines contained in the *Navy Recruiting Manual—Enlisted* (CRUITMAN-ENL), COMNAVCROUTCOMINST 1130.8. As a PN, you may be involved in the actual preparation of this form. When a member reenlists, you should file a copy of the DD Form 4 under the performance divider of the member's new service record and keep together with copies of the page 9s and 5s.

IMMEDIATE REENLISTMENT CONTRACT (PAGE 1)

According to the MILPERSMAN, Article 5030221, the Immediate Reenlistment Contract, NAVPERS 1070/601, which is also included as page 1 of the enlisted service record, is an agreement between the government and the enlisted member who immediately reenlists or enlists in the Navy or Naval Reserve at the same activity following discharge.

This is a one-page paper form. Activities supported by the Pay and Personnel Source Data System (SDS) use a machine-produced document. An example of the machine-produced SDS NAVPERS 1070/601 form is shown in figure 5-4. Activities not supported by SDS use a preprinted version. Figure 5-5 shows an example of a preprinted non-SDS NAVPERS 1070/601 form.

The NAVPERS 1070/601 form is prepared and distributed according to the official guidelines contained in the DFAS PAYPERSMAN, or the SDSPROMAN, as appropriate, and the MILPERSMAN, Article 1040300. According to the MILPERSMAN, Article 5030100, signatures are entered on the original document. According to the MILPERSMAN, Article 5030140, the signed original contract is then sent to the Chief of Naval Personnel (CHNAVPERS) (PERS 313C1) with other documents for the permanent microfiche record. A signed copy is kept in the field service record. After the member reenlists, you should file a reproduced copy of this page under the performance divider of the enlisted member's service record. File together with reproduced copy of page 5s and 9s.

AGREEMENT TO EXTEND ENLISTMENT (PAGE 1A)

According to the MILPERSMAN, Article 5030230, the Agreement to Extend Enlistment, NAVPERS 1070/621, page 1A of the enlisted service record, is an agreement between the government and the enlisted member to extend the current enlistment in the Navy or Naval Reserve.

The NAVPERS 1070/621 is a one-page paper form. Activities supported by SDS use a machine-produced

Figure 5-3.—Enlistment/Reenlistment Document—Armed Forces of the United States, DD Form 4—Continued.

EVENT: CO1 REENLISTMENT CONTRACT

/PC30/
DCN: XXXXXXXXXX

IMMEDIATE REENLISTMENT CONTRACT NAVPERS 1070/601

NAME: DOE, JOHN NMN

SSN: 123-45-6789 BR/CL: USN

FIRST: I am reenlisting in the UNITED STATES NAVY/NAVAL RESERVE for 6 years from 87MAR17, unless sooner discharged by proper authority. My new contract expiration date is 93MAR16.

SECOND: I have read and understand SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE: (a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section: (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service.

THIRD: I understand that I may be extended on, or ordered to active duty for the duration of any war or national emergency declared by Congress, and for 6 months thereafter, and that my agreed period of active service may be extended as otherwise authorized by law.

FOURTH: I have had this contract fully explained to me, I understand it and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government quarters, or transportation of dependents except as indicated:
GUARD III.

UIC: 63251 STATUS: ACTIVE - RADO MONTHS/DAYS: XXX/XXX DOB: 60DEC24
PLACE OF REENLISTMENT: NAS LEMOORE CA ADSD: 830318 FEED: 830215
HOME OF RECORD: SOTOWN, DUNE, NY RATE: AB03 DATE OF PAYGRADE: 851604
CITIZENSHIP: US CITIZEN COUNTRY: XXXXXXXXXXXXXXXX DATE OF DISCHARGE: 870316
TOTAL ACTIVE SERVICE: 03/11/28 TOTAL PRIOR INACTIVE SERVICE: 00/01/02
YEARS/MONTHS/DAYS YEARS/MONTHS/DAYS

OATH OF ENLISTMENT: I, JOHN NMN DOE do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulation and the Uniform Code of Military Justice. So help me God. I swear (or affirm) that I am fully aware and fully understand the conditions under which I am enlisting.

***SIGNATURE OF REENLISTEE: John Do
FIRST MIDDLE LAST

Subscribed and sworn before me this 17TH day of MARCH, A.D. 1987.

SIGNATURE I. M. Great
AND GRADE: I. M. GREAT, CWO4

OFFICIAL TITLE: ADMIN OFFICER

NAVPERS 1070/601

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Figure 5-4.—SDS Immediate Renlistment Contract, NAVPERS 1070/601.

IMMEDIATE REENLISTMENT CONTRACT

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NAME: CHRISTMAS, MARY NMN SSN: 123-45-6789 BR/CL: USN

FIRST: I am reenlisting in the UNITED STATES NAVY/~~NAVY/USN~~ for FOUR years from 94JAN08, unless sooner discharged by proper authority. My new contract expiration date is 98JAN07.

SECOND: I have read and understand the following SECTION OF TITLE 10 OF THE UNITED STATES CODE:

SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE: "(a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section: (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service.*

THIRD: I understand, that I may be extended on, or ordered to active duty for the duration of any war or national emergency declared by Congress, and for six months thereafter, and that my agreed period of active service may be extended as otherwise authorized by law.

FOURTH: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government quarters, or transportation of dependents except as indicated BENEFITS OF RATE.

UIC: 62980 STATUS: ACTIVE ☒ INACTIVE ☐ RADD MONTHS/DAYS: / DOB: 52JAN01

PLACE OF REENLISTMENT: WASHINGTON, DC HOME OF RECORD: BGIO CITY, MT PROVINCE, RP

CITIZENSHIP: US NAT CITIZEN COUNTRY: N/A RATE: YNCM DATE OF PAYGRADE: 93DEC16

ADSD: 72DEC26 PEBD: 72DEC26 DATE LAST DISCHARGE: 94JAN07

TOTAL ACTIVE SERVICE: 21 0 12 TOTAL PRIOR INACTIVE SERVICE: NONE
YEARS/MONTHS/DAYS YEARS/MONTHS/DAYS

*OATH OF ENLISTMENT: I MARY CHRISTMAS, do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulation and the Uniform Code of Military Justice. So help me God. I swear (or affirm) that I am fully aware and fully understand the conditions under which I am enlisting.

*** SIGNATURE OF REENLISTEE Mary Christmas
FIRST MIDDLE LAST

Subscribed and sworn before me this 8th day of JAN, A.D. 19 94

SIGNATURE John Doe OFFICIAL TITLE: ADMIN OFFICER
AND GRADE: LT, USN
(REENLISTING OFFICER NAME AND RANK)

Figure 5-5.—Non-SDS Immediate reenlistment Contract, NAVPERS 1070/601.

document, such as the one shown in figure 5-6. Activities not supported by SDS use the preprinted non-SDS NAVPERS 1070/621 form, such as the example shown in figure 5-7.

The NAVPERS 1070/621 is prepared and distributed according to guidelines contained in the DFAS PAYPERSMAN or SDSPROMAN, as appropriate, and the MILPERSMAN, Articles

1050150, 1050180, and 1050250. Signatures are entered on the original document as per the MILPERS MAN, Article 5030100. The signed original agreement is sent to the CHNAVPERS (PERS 313C1) for the permanent microfiche record. A signed copy is kept in the field service record. After a member reenlists, file a reproduced copy of this page under the performance divider of the enlisted member's service

EVENT: CO2 AGREEMENT TO EXTEND	DON: <u> /FC30/ </u>
AGREEMENT TO EXTEND ENLISTMENT NAVPERS 1070/621	
NAME: FROST, JACK RUN	ASN: 333-33-3333 BR/CL: USN
<p>Having enlisted in the UNITED STATES NAVY/NAVAL RESERVE ON 81MAY15 for 6 years, I do voluntarily agree to (further) extend my enlistment for 12 months (REASON: SCHOOL <u> </u> OTHER 12), subject to the provisions and obligations of my enlistment contract. I acknowledge that the provisions of 10 USC 5540 relating to an increase in basic pay do not apply to this agreement. I understand my new contract expiration date to be 88MAY14. This agreement has been fully explained to me, I understand it. I understand that extensions of enlistment totalling 24 months or greater require a physical examination prior to the extension becoming operative. No promises of any kind have been made to me except as indicated: TO ACCEPT PRD EXTENSION TO MAY 88 (BUPERS TC 1234 OF 25JAN87). THIS IS MY FIRST EXTENSION.</p>	
<p>For CONSUBPAY and/or bonus eligibility purposes (SECNAVINST 7220.80). UIC: 60191 STATUS: ACTIVE <u>X</u> INACTIVE <u> </u> RATE: RM2 PERD: 810515 COMBAT ZONE: NO TOTAL AGGREGATE MOS: 12</p>	
SHIP OR STATION: NAS OCEANA VA	
LOCATION OF SHIP OR STATION: NAS OCEANA VA	
<p>SIGNATURE ****OF MEMBER <u> Jack Run Frost </u> FIRST MIDDLE LAST</p>	
<p>Witnessed and accepted on behalf of the UNITED STATES NAVY this 10TH day of FEBRUARY, A.D. 1987</p>	
<p>****SIGNATURE <u> J. R. Doe </u> TITLE: PERS OFF AND GRADE: <u> R DOE, CW04 </u></p>	
<hr/>	
CANCELLATION OF EXTENSION TO EXTEND ENLISTMENT	
<p>THE EXTENSION IDENTIFIED HEREON FOR <u> </u> MONTHS, IS CANCELED EFFECTIVE <u> </u>. AUTHORITY: <u> </u></p>	
<p>****SIGNATURE AND GRADE: <u> </u> CERTIFYING OFFICER NAME AND RANK</p>	
NAVPERS 1070/621	

86NP0060

Figure 5-6.—SDS Agreement to Extend Enlistment, NAVPERS 1070/621.

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To accept PRD extension to Jun99 (BUPERS TC 1234 of Jan93).

FIRST	MIDDLE	LAST
ALAN	WILLIAM	WATSON

TITLE: PERS OFFICER

(CERTIFYING OFFICER NAME AND RANK)

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figure 5-8. Activities that are not supported by SDS use the preprinted non-SDS NAVPERS 1070/622 form such as the example shown in figure 5-9.


This form is prepared and distributed following guidelines contained in the DFAS PAYPERSMAN or SDSPROMAN, as appropriate, and the MILPERSMAN, Articles 1050150, 1050180, and 1050200. Signatures are entered on the original

document as per the MILPERSMAN, Article 5030100. The signed original agreement is sent to CHNAVPER (PERS 313C1) for the permanent microfiche record. A signed copy is kept in the service record. After a member reenlists, file a reproduced copy of this page under the performance divider of the enlisted member's service record. File together with reproduced copies of page 5s and 9s.

		/FC30/
EVENT: C04 RECALL AN ENLISTED RESERVE MEMBER		DCN: _____
AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY NAVPERS 1070/622		
NAME: SMITH, JOHN DOE	SSN: 123-45-6789	BR/CL: USNR
REPORTING FOR DUTY:		
RATE: YN2 UIC: 62980 DATE REPORTED: 87JAN04 CADD: 87JAN04 RADO: 24 / _____ (MONTHS/DAYS)		
ORDERED TO ACTIVE DUTY FROM: OAKLAND, CA		
RETAINED ONBOARD FOR: DUTY STATUS: VOLUNTARY REASON: _____		
ORDERS ISSUED BY: NAVRESPERSSEN		
TAR: _____ ADGW (CODE/REASON: /NOT IN TAR/ADGW PROGRAM OTHER: _____		
AUTH: NRPC TC A 1234 OF 86DEC14 TERM OF ENLISTMENT: 2		
CED: 87JAN04 PEED: 80APR11 ADSD: 81MAR11 OPEX: _____ INOPEX: _____		
EXP OF RESV ENL (EOS/EREN): 89JAN03 ULTIMATE UIC: 62980 DOB: 61JAN22		
SIGNATURE _____ **** AND GRADE: JOHN DOE, LT		
AGREEMENT TO REMAIN ON ACTIVE DUTY:		
I, _____, hereby volunteer for and do consent to remain on active duty for a period of _____ months beyond my normal expiration of active obligated service date. Reason: SCHOOL _____ OTHER _____. I understand that this continuation on active duty shall be under the same provisions as my previous active duty agreement herein identified as _____. If serving as a ADGW, I understand my ADGW OBLIGATION EXPIRATION DATE TO BE _____. This agreement is entered into voluntarily and no promises of any kind have been made to me except as indicated:		
For CONSUBPAY and/or bonus eligibility purposes (SECNAVINST 7220.80). Witnessed and Accepted on Behalf of the UNITED STATES NAVY MEMBER'S this _____ Day of _____, A.D. 19____ SIGNATURE _____		
SIGNATURE _____ **** AND GRADE: _____ CERTIFYING OFFICER NAME AND RANK _____		
CANCELLATION OF AGREEMENT TO REMAIN ON ACTIVE DUTY:		
THE AGREEMENT TO EXTEND ACTIVE DUTY IDENTIFIED HEREON FOR _____ MONTHS IS CANCELED EFFECTIVE _____. AUTHORITY: _____		
SIGNATURE _____ **** AND GRADE: _____ CERTIFYING OFFICER NAME AND RANK _____		
NAVPERS 1070/622		

86NP0062

Figure 5-8.—SDS Agreement to Recall or Extend Active Duty, NAVPERS 1070/622.

AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY		30
NAME: <u>SMITH, JOHN DOE</u> SSN: <u>123-45-6789</u> BR/CL: <u>USNR</u>		
REPORTING FOR ACTIVE DUTY		
RATE: <u>YN2</u> UIC: <u>43072</u> DATE REPORTED: <u>88JAN04</u> CAD: <u>88JAN04</u> RADO: MONTH <u>48</u> DAYS <u>00</u>		
ORDERED TO ACTIVE DUTY FROM: <u>OAKLAND, CA</u> STATUS: VOLUNTARY <input checked="" type="checkbox"/> INVOLUNTARY <input type="checkbox"/>		
RETAINED CHARGES FOR: <u>TDY FFT</u> ORDERS ISSUED BY: <u>NAVRESPERSCEN</u>		
TAA: <u>V</u> TENAC (CODE/REASON): _____ OTHER: _____		
AUTH: <u>NRPC TC 1234</u> OF <u>87DEC14</u> CED: <u>87FEB16</u> PERD: <u>78APR15</u> ADSD: <u>81MAR11</u> OPEI: <u>NONE</u> LNOPEI: <u>NONE</u>		
EIP OF RESV EML (EOS/EREN): <u>93FEB15</u> CSP: _____ ULTIMATE UIC: <u>62118</u> DOB: <u>63JAN22</u>		
SIGNATURE  AND GRADE: <u>I. M. SMART, LTJG, USN</u> (CERTIFYING OFFICER NAME AND RANK)		
=====		
AGREEMENT TO REMAIN ON ACTIVE DUTY		
I _____, hereby volunteer for and do consent to remain on active duty for a period of _____ months beyond my normal expiration of active obligated service date. Reasons: SCHOOL _____ OTHER _____. I understand that this continuation on active duty shall be under the same provisions as my previous active duty agreement herein identified as _____. If serving as a TENAC, I understand my TENAC OBLIGATION EXPIRATION DATE to be _____. This agreement is entered into voluntarily and no promises of any kind have been made to me except as indicated:		
Witnessed and Accepted on Behalf of the UNITED STATES NAVY this _____ day of _____, A. D. 19____		
MEMBER'S SIGNATURE: _____		
SIGNATURE _____ AND GRADE: _____ (CERTIFYING OFFICER NAME AND RANK)		
=====		
CANCELLATION OF AGREEMENT TO REMAIN ON ACTIVE DUTY		
THE AGREEMENT TO EXTEND ACTIVE DUTY IDENTIFIED HEREON FOR _____ MONTHS IS CANCELLED EFFECTIVE _____.		
AUTHORITY: _____		
SIGNATURE _____ AND GRADE: _____ (CERTIFYING OFFICER NAME AND RANK)		

NAVPERS 1070/622 (Rev. 9-87)

86NP0063

Figure 5-9.—Non-SDS Agreement to Recall or Extend Active Duty, NAVPERS 1070/622.

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (PAGE 2) AND DD FORM 93, RECORD OF EMERGENCY DATA (PAGE 2)

According to the MILPERSMAN, Article 5030240, the Dependency Application/Record of Emergency Data, NAVPERS 1070/602, page 2, is a multipurpose form used for both officer and enlisted members. Part I serves as an application for dependency allowances and is used to record military spouse data. Part II provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin (NOK).

Figure 5-10 shows a sample of a blank non-SDS NAVPERS 1070/602. If you have worked with enlisted service records, you are very likely already familiar with Part II. Figure 5-11 shows a sample of an SDS NAVPERS 1070/602 form.

The Record of Emergency Data, DD Form 93, is prepared at the Military Entrance Processing Stations (MEPS) for enlisted members required to undergo recruit training. This form serves the same purpose as Part II of the NAVPERS 1070/602. Figure 5-12 shows a sample blank DD Form 93.

Both the NAVPERS 1070/602 and DD Form 93 are considered to be official documents and are used to determine the following:

- Person(s) to be notified in case of emergency or death
- Person(s) to receive the death gratuity when no spouse or child exists
- Person(s) to receive unpaid pay and allowances, including money accrued during a missing or captured status, unused leave, travel, per diem, transportation of family members, shipment of household goods, and savings deposits that are due from the Department of the Navy
- Dependents of member to receive allotment of pay if member is missing or unable to transmit funds
- Commercial insurance companies to be notified in case of death
- National Service Life Insurance, Servicemen's Group Life Insurance, and Veterans' Group Life Insurance in force

Clerical instructions for the preparation and distribution of this page are contained in the DFAS PAYPERSMAN, SDSPROMAN, and the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC Document No 1080#1 UM-01A.

We cannot stress enough the importance of making sure the page 2 is accurate, complete, and up to date. Page 2 is considered to be the most important page in the enlisted service record. The same is true about the page 2 contained in an officer's service record. Remember the case of CPO Frost? Do you now understand how important your job is to help each enlisted and officer service member make certain his or her page 2 is accurate, complete, and up to date? Of course, all pages in the service record are important; however, page 2 is especially important because the benefits of individuals such as yourself, your dependents, or your NOK are based on the accuracy of the information contained on this page. A good PN knows this and does his or her part.

There are steps you can take to help your shipmates keep their page 2s up to date. Your first step is to update an individual's page 2 as soon as possible after he or she provides you the information required to make the appropriate changes. Do not allow any shipmate's page 2 to stay in your incoming basket for days. Type and process all page 2s as soon as you can.

Your command should establish a requirement for a command-wide periodic update of this very important page. It is recommended that page 2 be reviewed and, if necessary, updated at least every 6 months. This is a minimum requirement. Of course, any shipmate's page 2 can be reviewed and updated as frequently as necessary. For example, if your shipmates review and update their individual page 2s approximately 3 months before a deployment, you should definitely make sure all page 2s are again reviewed and updated before the deployment.

There are ways you can keep your shipmates informed about their own responsibilities. One method you can use to inform all personnel about the requirement for updating their page 2s is by publishing a Plan of the Day (POD) note. You can also contact the division chiefs and/or division officers and inform them about the requirement. If you are serving ashore, you can contact the PASS liaison representatives so that they may inform all their personnel to report to the PERSUPPDET. If a service member is assigned duty at a location such as an American Embassy overseas and his or her record will be maintained at a location far

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION		IFC1239/ DON: 836300115P
DEPENDENCY APPLICATION NAVPERS 1070/602R		
SSN: 111-11-1111 RANK/RATE: PN2 USN OR USNR: USN SHIP OR STATION: PSD CORSTA PNCLA TOTAL NUMBER OF DEPENDENTS: 02	NAME: DOOR WATER TUG UIC-ACTUAL: 43082 DEPMS CHG EFFECTIVE DATE: 941209 INITIAL / CHANGE: CHANGE	
NAME OF SPOUSE: MARY D. DOOR SPOUSE DATE OF BIRTH: 590919 SPOUSE RELATIONSHIP: WIFE IS SPOUSE ACTIVE MEMBER OF UNIFORMED SERVICE: YES SPOUSE CITIZENSHIP: US PLACE OF MARRIAGE: PENSACOLA FL	SPOUSE SSN: 222-22-2222 IS SPOUSE DEPENDENT: NO BRANCH: USN DATE OF MARRIAGE: 941209	
ADDRESS OF SPOUSE: US NAVAL SECURITY GROUP ACTIVITY FPO SEATTLE WA 98168-1810		
WAS SPOUSE PREVIOUSLY MARRIED: YES PRIOR MARRIAGE DISSOLVED BY: DIVORCE DATE PRIOR MARRIAGE DISSOLVED: 930227 PLACE PRIOR MARRIAGE DISSOLVED: MIAMI FL		
WAS MEMBER PREVIOUSLY MARRIED: NO PRIOR MARRIAGE DISSOLVED BY: DATE PRIOR MARRIAGE DISSOLVED: PLACE PRIOR MARRIAGE DISSOLVED:		
NAME OF FATHER: JACK RUM FROST IS FATHER DEPENDENT: YES ADDRESS OF FATHER: 100 REWOOD CIRCLE APT 511 PENSACOLA FL 32506		
NAME OF MOTHER: MARY NUN FROST IS MOTHER DEPENDENT: YES ADDRESS OF MOTHER: 100 REWOOD CIRCLE APT 511 PENSACOLA FL 32506		
CHILD AND/OR DEPENDENT NAME: IS PERSON DEPENDENT: RELATIONSHIP: ADDRESS:		
DEPENDENT DATE OF BIRTH:		
NAME OF CUSTODIAN OTHER THAN CLAIMANT: NAVPERS 1070/602R		
		PAGE: 01 OF 02

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION		IFC1239/ DON: 836300115P
DEPENDENCY APPLICATION NAVPERS 1070/602R		
SSN: 111-11-1111	NAME: DOOR WATER TUG	
REMARKS: COPY MARRIAGE CERTIFICATE FORWARD TO DFAS: COPY DIVORCE DECREE ICD SPOUSE ON FILE AT DFAS:		
CERTIFICATION: I WILL IMMEDIATELY NOTIFY MY COMMANDING OFFICER OF ANY CHANGE IN THE DEPENDENCY OF THE DEPENDENTS LISTED ABOVE. I AM AWARE THAT MAKING FALSE STATEMENTS ON A CLAIM AGAINST THE U.S. GOVERNMENT IS PUNISHABLE BY TRIAL BY COURT'S-MARTIAL. THEREBY CERTIFY THAT I HAVE PERSONAL KNOWLEDGE OF THE FACTS STATED HEREIN AND THAT THEY ARE TRUE AND CORRECT.		
<u>Walter Lee Don</u> SIGNATURE OF APPLICANT	<u>P. J. Bont</u> SIGNATURE OF APPROVING OFFICER	<u>GS-5</u> DATE
	ASST. PERSONNEL OFFICER	94/12/28
	TITLE	DATE
NAVPERS 1070/602R		86NP0065
		PAGE: 02 OF 02

Figure 5-11.—SDS Dependency Application/Record of Emergency Data, NAVPERS 1070/602.

/FC1239/
DOM: 836300115P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111 NAME: DOOR WATER TUG
 RANK / RATE: PWO UIC-ACTUAL: 43002
 USN OR USNR: USN DEPNM CHG EFFECTIVE DATE: 941209
 SHIP OR STATION: PSD CORSTA PNCLA INITIAL / CHANGE: CHANGE
 TOTAL NUMBER OF DEPENDENTS: 02

NAME OF SPOUSE: MARY D. DOOR SPOUSE SSN: 222-22-2222
 SPOUSE DATE OF BIRTH: 590919 IS SPOUSE DEPENDENT: NO
 SPOUSE RELATIONSHIP: WIFE IS SPOUSE ACTIVE MEMBER OF UNIFORMED SERVICE: YES BRANCH: USN
 SPOUSE CITIZENSHIP: US DATE OF MARRIAGE: 941209
 PLACE OF MARRIAGE: PENSACOLA FL

ADDRESS OF SPOUSE: US NAVAL SECURITY GROUP ACTIVITY
 FPO SEATTLE WA 98768-1810

WAS SPOUSE PREVIOUSLY MARRIED: YES
 PRIOR MARRIAGE DISSOLVED BY: DIVORCE
 DATE PRIOR MARRIAGE DISSOLVED: 930227
 PLACE PRIOR MARRIAGE DISSOLVED: MIAMI FL

WAS MEMBER PREVIOUSLY MARRIED: NO
 PRIOR MARRIAGE DISSOLVED BY:
 DATE PRIOR MARRIAGE DISSOLVED:
 PLACE PRIOR MARRIAGE DISSOLVED:

NAME OF FATHER: JACK RUM FROST
 IS FATHER DEPENDENT: YES
 ADDRESS OF FATHER: 100 REWOOD CIRCLE APT 511
 PENSACOLA FL 32506

NAME OF MOTHER: MARY RUM FROST
 IS MOTHER DEPENDENT: YES
 ADDRESS OF MOTHER: 100 REWOOD CIRCLE APT 511
 PENSACOLA FL 32506

CHILD AND / OR DEPENDENT
 NAME:
 IS PERSON DEPENDENT:
 RELATIONSHIP: DEPENDENT DATE OF BIRTH:
 ADDRESS:

NAME OF CUSTODIAN OTHER THAN CLAIMANT:

NAVPERS 1070/602R PAGE: 01 OF 03

/FC1239/
DOM: 836300115P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111 NAME: DOORWATER TUG

OTHER PERSON NOT ALREADY NAMED. TO BE NOTIFIED OF PERSONAL CASUALTY
 NAME: ABLE B. SEAMAN
 RELATIONSHIP: BROTHER
 ADDRESS: 28 MALTA STREET
 MATTAPAN MA 02126

NEXT OF KIN OF SPOUSE (NOT HUSBAND, WIFE OR MINOR CHILD)
 NAME: PAUL T. BOATE
 RELATIONSHIP: BROTHER
 ADDRESS: 26 DELAWARE AVE
 JERSEY CITY NJ 07304

BENEFICIARIES FOR UNPAID PAY AND ALLOWANCES
 NAME: MARY D. CHRISTMAS
 RELATIONSHIP: WIFE
 ADDRESS: US NAVAL SECURITY GROUP ACT
 FPO SEATTLE WA 98768-1810

PERCENTAGE: 100
 PERSON TO RECEIVE ALLOTMENT IF IN A MISSING STATUS, SUBJECT TO SECNAV
 DETERMINATION
 NAME: MARY D. CHRISTMAS
 ADDRESS: US NAVAL SECURITY GROUP ACT
 FPO SEATTLE WA 98768-1810

PERCENTAGE: 80
 BENEFICIARIES FOR GRATUITY PAY (NO SPOUSE OR CHILD SURVIVING)
 NAME: ABLE B. SEAMAN
 RELATIONSHIP: BROTHER
 ADDRESS: 28 MALTA STREET
 MATTAPAN MA 02126

PERCENTAGE: 100
 LIFE INSURANCE DATA (NOT INCLUDING NSLI OR SGLIO)
 NAME OF COMPANY: NONE
 ADDRESS:

POLICY NUMBER:
 LOCATION OF WILL OR OTHER VALUABLE PAPERS: RELIGION: 72
 IS BENEFICIARY DESIGNATION OF SGLI ON FILE: YES DESIGNATION DATE: 941227

NAVPERS 1070/602R PAGE: 02 OF 03

/FC1239/
DOM: 836300115P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111 NAME: DOORWATER TUG

REMARKS:
 COPY MARRIAGE CERTIFICATE FORWARD TO DFAS:
 COPY DIVORCE DECREE TO SPOUSE ON FILE AT DFAS:

CERTIFICATION: I WILL IMMEDIATELY NOTIFY MY COMMANDING OFFICER OF ANY
 CHANGE IN THE DEPENDENCY OF THE DEPENDENTS LISTED ABOVE. I AM AWARE
 THAT MAKING FALSE STATEMENTS ON A CLAIM AGAINST THE U.S. GOVERNMENT IS
 PUNISHABLE BY TRIAL BY COURTS-MARTIAL. THEREBY CERTIFY THAT I HAVE
 PERSONAL KNOWLEDGE OF THE FACTS STATED HEREIN AND THAT THEY ARE TRUE
 AND CORRECT.

Walter Tug Boat P.T. Boat 65-5
 SIGNATURE OF APPLICANT SIGNATURE OF APPROVING OFFICER

ASST. PERSONNEL OFFICER 94/12/28
 TITLE DATE

NAVPERS 1070/602R 86NP0066 PAGE: 03 OF 03

Figure 5-11.—SDS Dependency Application/Record of Emergency Data, NAVPERS 1070/602—Continued.

DO NOT FOLD, STABLE, OR MUTILATE		1 NAME (Last, First, Middle)	7a. SSN	2b. Initial (To and from cable under SSN)	3a. SVC	3b. REPORTING UNIT CODE DUTY STATION
4. Spouse's Name Address						
5. Children's Name Relationship/ DOB Address						
6. Father's Name Address						
7. Mother's Name Address						
8. Do Not Notify Due To Ill Health		a. <input type="checkbox"/> b. NOTIFY INSTEAD				
9. Beneficiary (es) For DG If No Surviving Spouse Or Child Address/Percentage						
10. Beneficiary (es) For Unpaid Pay And Allowances Address/Percentage						
11. Allotment Designated/Percentage If Missing Subject To Secretarial Determination						
12. Insurance (SGLI and other insurance Companies/Policy No's)		a. SGLI (Optional Service Use) <input type="checkbox"/> Maximum <input type="checkbox"/> Other (Amount) <input type="checkbox"/> No		b. Insurance Companies/Policy Numbers		
13. CONTINUATION/REMARKS						
14. SIGNATURE OF SERVICE MEMBER (Include Rank/Rate/Grade)			15. SIGNATURE OF WITNESS (Include Rank/Rate/Grade)			16. DATE SIGNED

INSTRUCTIONS TO SERVICEMEMBER This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty, and, to designate beneficiaries for certain benefits if you die. **IT IS YOUR RESPONSIBILITY** to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other dependents listed; for example, as a result of marriage, civil court action, death, or address change. Regarding your designation in item 11, allotment if missing (if used by your Service), please read the following statement carefully, and sign on the line provided:

I fully understand that, if I am captured, missing, or interned, my designation of allotments to dependents from my pay and allowances serves only as a guide to the Secretary of my Service. The Secretary may alter my designated allotment in the best interests of myself, my dependents, or the United States Government.

SIGNED

86NP0067

Figure 5-12.—Record of Emergency Data, DD Form 93.

from the assigned duty station, this person should be provided with instructions as to what to do in case there is a requirement to change information contained on his or her page 2.

There are other things you must know about updating the page 2. For example, when you update a service member's page 2 and there is a change of address, you must make sure you obtain a copy of the rental/lease agreement (or mortgage documents) from the member for variable housing allowance (VHA) purposes, if appropriate. If a change of address must be made and the individual is entitled to VHA, make sure you have the member complete anew VHA certificate. A sample blank VHA certificate is shown in figure 5-13. After you have the VHA certificate and the new rental/lease or mortgage documents (and other required documents as specified in the DFAS PAYPERSMAN), you should then prepare a NAVCOMPT 3060 to reflect the change of the VHA entitlement. Remember to use the guidelines set forth in the DFAS PAYPERSMAN and/or the SDSPROMAN as appropriate.

Whenever you prepare page 2s or any other documents in the enlisted service record, always refer to the applicable instructions that contain clerical guidance on the preparation and distribution of these documents. The instructions will give you the correct information. Remember, the documents in your shipmates' service records will affect their careers and their lives. Your job is to use the correct guidelines to maintain these records accurately and properly. Do not rely just on your memory or your past experience to do this. Always use the most current official instructions.

Instructions and manuals are always being updated, and new procedures for preparing certain documents are often changed. Can you see why it is so important to use the most current official guidelines? If you do not follow the steps in these instructions or manuals, you are wasting your time and the time of other persons who will review your work. You do not want to keep retyping your shipmate's pay and other documents, do you? Remember that the quality of the product starts with you.

ENLISTED CLASSIFICATION RECORD (PAGE 3)

According to the MILPERSMAN, Article 5030260, the Enlisted Classification Record, NAVPERS 1070/603, page 3 of the service record, has been discontinued. The Enlisted Qualifications History, NAVPERS 1070/604 (page 4) now contains

information that the discontinued page 3 used to contain. You should still be aware of the page 3 (fig. 5-14) because it may contain pertinent information concerning a member's aptitude test scores, civilian education and training, personal interests, civilian experience, and certain recommendations and remarks having military significance.

Although page 3 is no longer used, you should still be able to identify it if you should come across it in the service record. Any page 3s that have been prepared for personnel who have enlisted or reenlisted and that are currently filed in the service record must be retained on the right side of the service record, unless one of the following events occurs:

- The member is retested on the Armed Services Vocational Aptitude Battery (ASVAB). Follow guidelines provided in MILPERSMAN, Article 5030280.
- The member is being discharged, transferred to the Fleet Reserve, or permanently retired.

In the case of members being discharged, transferring to the Fleet Reserve, or permanently retired, retrieve page 3 from the service record and give to the member.

ENLISTED QUALIFICATIONS HISTORY (PAGE 4)

The Enlisted Qualifications History, NAVPERS 1070/604, page 4 of the service record, has for all practical purposes replaced the page 3. The NAVPERS 1070/604 is shown in figure 5-15. Notice that the new page 4 has similar sections as the old page 3. (Compare figs. 5-14 and 5-15.) This is why the old page 3 is no longer being used.

According to the MILPERSMAN, Article 5030280, the Enlisted Qualifications History, NAVPERS 1070/604, for USN and USNR enlisted members is page 4 of the service record. It consists of a chronological history of their occupational and training related qualifications and their awards and commendations.

When reviewing enlisted service records, be prepared to encounter two different versions of page 4. Most service records will contain the version shown in figure 5-16. Figure 5-16 shows a blank front section of the Navy Occupation/Training and Awards History, NAVPERS 1070/604, page 4, which was previously prepared on all enlisted service members. There is a possibility that some commands are still using these forms and probably will continue to use them until

VHA CERTIFICATE		FOR PERSONNEL USE ONLY:	TYPE OF ACTION <input type="checkbox"/> START <input type="checkbox"/> CHANGE	EFFECTIVE DATE
PART I - IDENTIFICATION AND HOUSING INFORMATION (To be completed by member)				
1. MEMBER'S NAME (Last, First, Middle Initial)		2. PAY GRADE		3. SSN
4. STATION NAME	5. CITY AND STATE		6. DUTY PHONE	
7. MEMBER'S RESIDENTIAL ADDRESS (Street, Apt. No., City, County, State and ZIP Code) (If other than Block 2 above)				
8. DEPENDENT'S RESIDENTIAL ADDRESS (Street, Apt No., City, County, State and ZIP Code)				
9. EFFECTIVE DATE OF LEASE / RENTAL / SALE AGREEMENT (YYDDMM)				
9a. MEMBER'S				
9b. DEPENDENT'S (Complete if Block 8 is filled out)				
10. To determine if you are a "sharer," enter an X in the appropriate box at the left for each category of individual occupying your residence. For each category you mark with an X, enter the total number of individuals in that category in the box at the right.				
<input type="checkbox"/>	a. Myself			
<input type="checkbox"/>	b. Spouse who is also a service member (Enter 1 and provide the following data indicated).			
<input type="checkbox"/>	c. Spouse or other dependent who is a federal civilian employee entitled to a living quarters allowance (Enter 1).			
<input type="checkbox"/>	d. Other service members entitled to basic allowance for quarters (Enter total number).			
<input type="checkbox"/>	e. Excluding dependents, any others not covered above who pay a portion of the rent, mortgage, and / or utilities (Enter total number).			
<input type="checkbox"/>	f. Enter the total of 5a through 5e above. (Do not count dependents unless covered by category. If the result exceeds "1" you are considered a "sharer.")			
11. EXPENSES. If authorized, I am requesting VHA based on:				
<input type="checkbox"/> my permanent duty station; <input type="checkbox"/> my dependent's location; <input type="checkbox"/> both my permanent duty station and dependent's location.				
a. Monthly / Ownership Expenses:		b. Monthly Rental Expenses		
(1) Principal / Interest		(1) Rent		
(2) Taxes		(2) Insurance		
(3) Insurance		(3) Other (Specify)*		
(4) Other (Specify)*		TOTALS		
TOTALS		* Docking fee, trailer hookup and or trailer lot fee. DO NOT INCLUDE CONDO / MAINTENANCE FEE.		
Variable Housing Allowance (VHA) was implemented to provide military members an allowance based on the difference between a member's BAO and the actual rent a member pays, not to exceed the maximum VHA payable. If changes occur in residency, dependency, number of members sharing rent, or monthly rent, notify command / personnel / disbursing officer as soon as possible. The penalty for making a fraudulent claim / statement is a maximum fine of \$10,000.00 or maximum imprisonment of five years, or both (18 U.S. Code, Section 287). I certify that I fully understand the conditions of entitlement to VHA and my responsibility for promptly notifying appropriate officials when changes affecting my entitlement occur.				
12. SIGNATURE			13. DATE	
PART II - COMPUTATION (To be completed by disbursing)				
14. VHA ELIGIBILITY COMPUTATION		STOP HERE IF 7g IS GREATER THAN 7d		
COLUMN A		COLUMN B		
a. BAO		h. Enter amount from 7d		
b. FSA TYPE - 1		i. Enter amount from 7g.		
c. VHA	(Enter total in 7h)	j. Subtract 7i from 7h. Enter difference.		
d. TOTAL		k. Enter amount from 7c.		
e. Housing Cost (Divide by No. of sharers & enter sharer's portion)		l. Subtract 50% of 7j from 7k.		
f. Utility / Maintenance Expense (Divide by No. of sharers & enter sharer's portion)	(Enter total in 7i)	m. Enter difference. This is the member's VHA entitlement.		
g. TOTAL (Enter total in 7i)				
86NP0068				

Figure 5-13.—VHA certificate.

ENLISTED CLASSIFICATION RECORD

NAVPERS 1070/603 (Rev. 7/80) S/N 0106-LF-010-6942

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PRIVACY ACT STATEMENT: Authority to request this information is contained in 5 USC 301, Department Regulations. The principal purpose of the information is to identify your personal skills and capabilities in order to assign you training duties commensurate thereto. It will therefore be used initially to assist in ascertaining your suitability for particular types of formal training and duty assignment. Additionally, it may be used throughout your naval service by officials and employees of the Department

of the Navy in the performance of their official duties related to the management, supervision, and administration of Navy military personnel and the operation of personnel affairs and functions. Completion of the form is mandatory. Failure to provide required information may result in denial of your requests for training or duty assignments which you might desire later in your naval service, or in other administrative action being taken.

PREPARING ACTIVITY PERSUPPDET RTC SAN DIEGO, CA												CO. NO. C150		DATE PREPARED 30 Sep 92			
TEST FORM ID A8	DATE ADMIN. 12Aug 92	AFQT 93	ASYAB 8518 567	GS 52	AR 60	WK 60	PC 54	NO 62	CS 72	AS 46	MK 61	MC 47	EI 49	VE 58			
MOST SIGNIFICANT EDUCATION High School		DATES 9/87-6/91	YEARS EDUCATION 12	DEGREE HS		ASYAB ADMINISTERED BY MEPS, INDIANAPOLIS, IN											
NAME OF COLLEGE OR UNIVERSITY						SPECIAL TEST SCORES											
MAJOR/MINOR (include specializations) Vocational						NAME		FORM		DATE		SCORE					
SIGNIFICANT COURSES Wood Shop 1 yr, Metal Shop (2 hrs per day) 2 yrs., Auto Shop 1 yr, Business Math 1 yr, Bookkeeping 1 yr, HS						SPECIAL STUDIES		ALG.		GEOM.		TRIG.		PHYS.			
						HIGH SCHOOL		1		1		-		-			
						COLLEGE								TYPING 30 WPM			
SPECIALIZED TRAINING (Vocational, trade, business, military) Attended 4 months of a 9-month course in Auto Mechanics at Franklin Technical Trade School, Franklin, Indiana, 7/92-11/92																	
MAIN CIVILIAN OCCUPATION (Title from D.O.T.) PAINTER APPRENTICE, AUTOMOTIVE (auto. ser.)										YHS. SERVICE 1/2		D.O.T. CODE 845.381-010					
DUTIES, SKILLS, MACHINES After School 11/91-5/92																	
REMARKS -* (AME, AMH, AMS)																	
RIGHT EYE				LEFT EYE				COLOR PERCEPTION		NORM.		DEF.		QUALIFIED SWIMMER CLASS			
UNCORR.	CORR.	UNCORR.	CORR.	UNCORR.	CORR.	UNCORR.	CORR.	UNCORR.	CORR.	UNCORR.	CORR.	UNCORR.	CORR.	UNCORR.	CORR.		
20/20		20/50	20/20					X		X					III		
RATING RECOMMENDATIONS:																	
	1ST	2ND	3RD	4TH	5TH	I understand what has been recorded hereon and the information is correct. I also accept and volunteer for the (apprenticeships) ratings and I volunteer for the following type(s) of duty:											
SCOL	*AM	EN	ASM	CM	MM												
OJT	-	-	-	-	-												
INTERVIEWER SIGNATURE Alfa B. Deaman, PM1, USN						INTERVIEWEE'S SIGNATURE Brush Alfa Floss											
NAME (Last first middle) Floss Brush Alfa								SSN 999-99-9999				RATE AR		CLASS 11			

86NP0069

1

Figure 5-14.—Enlisted Classification Record, NAVPERS 1070/603.

5-24

5-24

1. NAVY ENLISTED CLASSIFICATION RECORD				2. DESIGNATOR RECORD			
DATE	PRIMARY CODE	SECONDARY CODE	*OFFICER'S INITIALS	DATE	DESIGNATOR	QUALIFICATION OR REVOCATION	*OFFICER'S INITIALS

3. RECORD OF NAVY SERVICE SCHOOLS ATTENDED (CLASS R, A, C, F, P, V AND E)

COURSE TITLE AND SCHOOL LOCATION			COURSE TITLE AND SCHOOL LOCATION		
EARNED NEC	COURSE LENGTH	DATE ENROLLED	EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING	DATE COMPLETED	FINAL MARK	CLASS STANDING
MANNER OF COMPLETION <input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR SIGNATURE*			MANNER OF COMPLETION <input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR SIGNATURE*		
COURSE TITLE AND SCHOOL LOCATION			COURSE TITLE AND SCHOOL LOCATION		
EARNED NEC	COURSE LENGTH	DATE ENROLLED	EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING	DATE COMPLETED	FINAL MARK	CLASS STANDING
MANNER OF COMPLETION <input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR SIGNATURE*			MANNER OF COMPLETION <input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR SIGNATURE*		

4. TRAINING COURSES COMPLETED

DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT

5. EDUCATIONAL EXPERIENCE LEVEL

GED (HS) EQUIVALENT TEST	
DATE PASSED	OFF. INITIALS
STATE THAT ISSUED DIPLOMA OR CERTIFICATE	
COLLEGE LEVEL GENERAL EXAMS	
DATE PASSED	OFF. INITIALS
PRESENT LEVEL OF EDUCATION	
12 13 14 15 16 17+	

NAME (Last, First, Middle)	SOCIAL SECURITY NO.	BRANCH AND CLASS
----------------------------	---------------------	------------------

86NO072

4 ☐

Figure 5-16.—Navy Occupation/Training and Awards History, NAVPERS 1070/604.

supplies are exhausted and/or the new forms obtained. This is why you will encounter this version more frequently than the new page 4, NAVPERS 1070/604, shown in figure 5-15.

Entries on the NAVPERS 1070/604 must be made as events occur. Your supervisor or any other individual who has been given "by direction" authority by the CO or officer in charge (OIC) can initial entries on this page. A new page 4 is prepared whenever one section becomes filled with entries. Use common sense, however, to determine whether or not a new page 4 is required.

The originals of the page 4 are retained in the member's service record until the record is closed, at which time reproduced copies of the page are made. Disposition of page 4 is made as follows:

- For active duty members retested with the ASVAB, the enlisted classifier must complete section 2 of the current original page 4 in the individual's service record. For a special test not administered in conjunction with an ASVAB, the PN responsible must first record the special test score on the current original page 4 only and then forward a certified copy of the page 4 containing the new test scores to Head, Department of Defense (DOD) Coordination Branch (PERS 234).

- For members who immediately reenlist, you must send the original to CHNAVPERS (PERS 313C1), with other documents for the permanent microfiche record, as per the MILPERSMAN, Article 5030140. Place a reproduced copy on the right side of the reenlistment record in chronological sequence.

- When the member separates from the naval service, send the original page 4s with the closed service record to the Naval Reserve Personnel Center, New Orleans, Louisiana, as per MILPERSMAN, Article 5030140.

Preparation instructions for the different sections of this page are contained in the MILPERSMAN, Article 5030280.

HISTORY OF ASSIGNMENTS (PAGE 5)

According to the MILPERSMAN, Article 5030300, the History of Assignments, NAVPERS 1070/605, page 5 of the enlisted service record, is prepared for USN and USNR officers and enlisted members. This page is a chronological record of a member's duty assignments. It is filed on the right side

of the officer service record and also on the right side of the enlisted service record as page 5. A copy of a page 5 containing entries is shown in figure 5-17. These pages must be numbered sequentially. Preparation instructions for the NAVPERS 1070/605 are contained in the MILPERSMAN, Article 5030300.

For both officers and enlisted personnel, the NAVPERS 1070/605 must be maintained in the service record throughout the member's active duty and inactive duty career. For officers and enlisted members who separate from the service, you must send the original NAVPERS 1070/605 form with the closed service record to the Naval Reserve Personnel Center, New Orleans, Louisiana. Provide the member with a reproduced copy to be presented for inclusion in a new service record should the member reenter naval service.

For enlisted members who immediately reenlist, send the original NAVPERS 1070/605 form to CHNAVPERS (PERS 313C1) with other documents for the permanent microfiche record as specified in the MILPERSMAN, Article 5030140. Place a reproduced copy of this form under the performance divider of the reenlistment service record.

RECORD OF UNAUTHORIZED ABSENCE (PAGE 6)

According to the MILPERSMAN, Article 5030310, the Record of Unauthorized Absence, NAVPERS 1070/606, page 6 of the enlisted service record, is used to report periods of unauthorized absence (UA) in excess of 24 hours and lost time due to confinement by civil authorities or sickness due to misconduct. UAs of 24 hours or less are recorded on the Administrative Remarks, NAVPERS 1070/613, page 13 of the enlisted service record.

The original NAVPERS 1070/606 provides data for the Manpower and Personnel Management Information System (MAPMIS) and is then filed in the member's permanent microfiche record in the Bureau of Naval Personnel (BUPERS). Figure 5-18 shows an example of a blank NAVPERS 1070/606 optical character reader (OCR) form. Figure 5-19 shows an example of a partially completed NAVPERS 1070/606 SDS form. The NAVPERS 1070/606 is prepared and distributed as per guidelines contained in the DFAS PAYPERSMAN and/or SDSPROMAN, as appropriate.

NOTE: At the time this TRAMAN was being written, the OCR version of the NAVPERS 1070/606 was still in use in the enlisted service record. If you have already been involved in maintaining enlisted

HISTORY OF ASSIGNMENTS						10	31
1. GAIN	2. ACTIVITY	3. UIC	4. LOSS	5. INITIALS			
				GAIN	LOSS		
ENL 89NOV16	MEPS COLUMBIA SC	01234	TRF 89DEC01	abc ABC	abc ABC		
TEM DU 89DEC01	NTC GLAKES	43106	TRF 90FEB19	DEF DEF	DEF DEF		
TEM DU 90MAR05	SSC NTC GLAKES	43105	TRF 90APR21	GHI GHI	GHI GHI		
DUTY 90MAY15	USS NEVERSAIL (DD 101) NORVA	64322	TRF 90OCT07	JKL JKL	JKL JKL		
	SDCD: 90MAY						
TEM DU 90OCT07	NRMC PORTSMOUTH	55817	TRF 90OCT20	MNO MNO	MNO MNO		
DUTY 90OCT20	USS NEVERSAIL (DD 101) NORVA	64322	RAD 93DEC02	JKL JKL	JKL JKL		
93DEC06	NPRC NOLA (RECORDS ONLY)	80000	TRF 93DEC15		POR POR		
IDT 93DEC16	NR MIUW 907 N&MCRC CHASN SC	78900	TRF 94JAN15	STU STU	STU STU		
ADT 94JAN18	INSHORUNSEAWARGRU 2 NORVA	57126	RAD 94JAN31	VWX VWX	VWX VWX		
IDT 94FEB04	NR MIUW 907 N&MCRC CHASN SC	78900		STU STU			
(CONTINUE ON REVERSE		OF FORM)					
NAME (Last, first, middle initial)		SOCIAL SECURITY NUMBER		RANK/RATE			
DOE JOHN J.		123-45-6789		YN2			

NAVPERS 1070/605 (REV 10-89) S/N 01006 - LF - 006 - 1800 86NP0073 5 ☐

Figure 5-17.—History of Assignments, NAVPERS 1070/605.

BUPERS USE ONLY		P601-6R		BUPERS USE ONLY		
RECORD OF UNAUTHORIZED ABSENCE						
A	1. DATE OF SUBMISSION		2. SHIP OR STATION AND LOCATION			
B	UNAUTHORIZED ABSENCE FROM 3. HOUR 4. DATE		<input type="checkbox"/> 5. OVER LIBERTY		LIBERTY BEGAN 6. HOUR 7. DATE	
		<input type="checkbox"/> 8. OVER LEAVE		<input type="checkbox"/> 9. AWOL		
C	HELD AND CHARGED BY CIVIL AUTH. 10. HOUR 11. DATE		<input type="checkbox"/> 12. DELIVERED TO CIVIL AUTH		<input type="checkbox"/> 13. APPREHENDED BY CIVIL AUTHORITIES	
		<input type="checkbox"/> 14. DD 616 ISSUED				
15. AT (ORGANIZATION AND LOCATION)						
D	UNAUTHORIZED ABSENCE FOR 10 DAYS <input type="checkbox"/> 16. DD 563 ISSUED		<input type="checkbox"/> 17. PERSONAL EFFECTS COLLECTED, INVENTORIED, AND IN SAFEKEEPING			
E	18. UIC MEMBER UA FROM:		19. ACTIVITY MEMBER US FROM:			
F	RETURNED TO MILITARY JURISDICTION 20. HOUR 21. DATE		<input type="checkbox"/> 22. APPREHENDED		<input type="checkbox"/> 23. SURRENDERED	
		<input type="checkbox"/> 24. DD 616 ISSUED				
25. RETURNED TO MILITARY JURISDICTION AT: (ACTIVITY)		26. UIC		<input type="checkbox"/> 27. RET. ON BOARD		
28. TRANSFERRED TO: (ACTIVITY)		29. UIC				
G	<input type="checkbox"/> 30. DETERMINATION NOT UNAUTHORIZED ABSENCE		31. NAVPERS 1070/606 WHICH REPORTED ABSENCE IN ERROR			
		32. ABSENCE EXCUSED UNAVOIDABLE				
33. CHARGED NO. DAYS LEAVE (DAY FOR DAY)						
34. FROM		35. TO		36. DISEASE DUE TO USE OF ALCOHOL DRUGS		
				<input type="checkbox"/> 37. OTHER		
<input type="checkbox"/> 38. ABSENCE NOT EXCUSED		39. CHARGE NO. DAYS LOST TIME (30 DAY MO)		40. CHARGE NO. DAYS LOST TIME (DAY FOR DAY)		
				41. CHANGE EAOS TO:		
				42. CHANGE EXPR ENL TO:		
H	<input type="checkbox"/> 43. ADJUST PREVIOUSLY SUBMITTED 1070/606		44. DATED		45. CORRECTED INFO ENTERED ABOVE	
46. ERRONEOUSLY REPORTED LEAVE		47. ERRONEOUSLY REPORTED LOST TIME (30 DAY MONTH)		48. ERRONEOUSLY REPORTED LOST TIME (DAY FOR DAY)		
49. AMPLIFYING REMARKS (MAY BE CONTINUED ON REVERSE)						
J	50. (SIGNATURE) BY DIRECTION		RANK/GRADE			
		51. UNIT I.D. CODE		52. RATE		
53. NAME (LAST, FIRST, MIDDLE)		54. SSN		55. BRANCH/CLASS		

RECORD OF UNAUTHORIZED ABSENCE NAVPERS 1070/606 (REV. 1-77) S/N 0106-LF-010-8957
 ★ U.S. GOVERNMENT PRINTING OFFICE: 1980-282-226/200024

FIRST COPY
 86NP0074

Figure 5-18.—OCR Record of Unauthorized Absence, NAVPERS 1070/606.

EVENT:...D02 SSN:...123-56-6789		NAME:.....DOE JOHN JAMES
ACTION REPORTING:.....1		
REPORTING UA		
HOUR-UA-BEGAN:.....0700	DATE-UA-BEGAN:.....930329	
UA-REASON:.....1	DATE-LIBERTY-BEGAN:.....930326	
HOUR-LIBERTY-BEGAN.....1600		
REPORTING IHCA		
IHCA-HOUR:.....	IHCA-DATE:.....	
APPREHENDED-DELIVERED:.....		
REPORTING RETURNED TO MILITARY JURISDICTION		
HOUR-RETURNED-TO-MIL-JURIS:..	DATE-RETURNED-TO-MIL-JURIS:....	
TYPE-OF-RET-ABSENTEE:.....	UIC-RETURNED-TO:.....	
RETAINED-ON-BOARD:.....	UIC-OF-ACT-TRANS-TO:.....	
DET-OF-ABSENCE:.....	DATE-OF-OCCURRENCE:.....930413	
DATE-PREVIOUS-606-IN-ERROR:..	DATE-RETURNED-FROM-SKMC:.....	
DATE-SKMC-BEGAN:.....		
SKMC-REASON:.....		
ADJUST-PREVIOUS-606:.....	ADJ-PREV-606-DT:.....	
CORRECTED-INFO-ENTERED:.....		
REF-ECN:.....		
UIC-ACTUAL:.....30922	RATE-ABBR:.....SA	

DCN: ...310300071P

42NP0014

Figure 5-19.—SDS Record of Unauthorized Absence, NAVPERS 1070/606.

service records, you may have come across the OCR form. If assigned to a ship, you may see the OCR forms replaced in the near future by a computer-generated form. Most likely you will use a computer system similar to the SDS used at the PERSUPPDETs to prepare this form. You must be familiar with all versions of the NAVPERS 1070/606—the OCR version, the SDS version, and the computer-generated version that may be used aboard your ship.

On the subject of UA, let's take a moment to discuss the requirement for making up lost time, computing lost time, determining the pay entry base date (PEBD), active duty service date (ADSD), and expiration of active obligated service (EAOS) adjustment.

Making up Lost Time

According to the MILPERSMAN, Article 3640450, under Title 10, *United States Code* (U.S.C.) Section 972, enlisted members of the Regular Navy and Naval Reserve who are otherwise eligible to separate from active duty, and who have lost time from their current enlistment or other current period of obligated service, are required to make up the lost time day-for-day before they separate. Individuals can have lost time as a result of UA, confinement (CONF), nonperformance of duty (civil arrest), or sickness resulting from misconduct (SKMC), and so forth.

The requirement to make up lost time does not apply to fleet reservists, retired personnel, or members placed on appellate leave awaiting review of court-martial. There are other members who are not required to make up lost time as indicated in MILPERSMAN, Article 3640450.

Computing Lost Time

Lost time that must be made up is computed on a day-for-day basis. In accounting for periods of absence from duty, count the first day of the absence as a day of absence from duty and the day of return to duty as a day of duty. When one type of lost time ends on the same day that a second type of lost time begins, count that day as the first day of the second type of lost time.

If a member, while on UA, is apprehended and convicted by civil authority and is then returned to military control on the day released by civil authority, count the day on which the member was apprehended as a day of nonperformance of duty (civil arrest). If the absentee does not return to military control on the day he or she is released by civil authority, count the entire

period of absence from duty as UA without interruption by the civil arrest.

A member whose absence from duty continues beyond expiration of enlistment or other period of obligated service makes up only the time actually lost from the enlistment or other period of obligated service.

The proper method of computing the lost time that must be made good is illustrated by the examples at the end of this paragraph. In each of the eight examples, the lost time is computed according to the MILPERSMAN, Article 3640450. Use this method to determine and compute time lost by enlisted personnel for cumulative service for retirement and for transfer to the Fleet Reserve (FLTRES), and by officers and enlisted personnel for determining entitlement to leave. All the following examples are for the same calendar year.

1. Member's UA commenced at 0800, on 9 March, and ended at 0800, on 10 March (24 hours). There is no deductible time, as UA did not exceed 24 hours.
2. Member's UA commenced at 0800, on 28 February (not a leap year), and ended at 0830, on 1 March (24 hours and 30 minutes). UA is equal to 1 day (28 February).
3. Member's UA commenced at 2345, on 1 June, and ended at 0015, on 3 June (24 hours and 30 minutes). UA is equal to 2 days (1, 2 June).
4. Member was sentenced by special court-martial on 1 May to 3 days' confinement. Member was confined at 1400 that day (1 May) and released at 0900, 3 May, after serving 3 days' confinement as computed under Article 9301 of the *Department of the Navy Corrections Manual*, SECNAVINST 1640.9. CONF is equal to 2 days (1, 2 May).
5. Member was admitted for treatment for disease incurred due to own misconduct on 2 February. Member was discharged from treatment on 19 March. SKMC is equal to 27 days in February and 18 days in March, a total of 45 days.
6. Member was admitted for treatment for injury incurred due to own misconduct on 29 June. Diagnosis for further treatment changed on 16 August to sickness not due to own misconduct. SKMC is equal to 2 days in June, 31 days in July, and 15 days in August; a total of 48 days.

7. Member was delivered to civil authorities at 1600,27 February (not a leap year), for trial by civil court. Member was convicted. Member was subsequently released to naval control at 0930,6 March, after paying fine. Civil CONF is equal to 2 days in February and 5 days in March, a total of 7 days.
8. Member's UA commenced 0800, 16 March. Member was apprehended by civil authorities on 20 March and was subsequently confined, tried, and acquitted by civil authorities on 23 March. Member was returned to naval control on 23 March. UA is equal to 7 days (16-22 March).

In each of these cases, you should make entries on the Administrative Remarks, NAVPERS 1070/613, page 13 of the service record, to reflect the period of absence from duty. If lost time must be made up, you should prepare and distribute a Record of Unauthorized Absence, NAVPERS 1070/606, according to the guidelines set forth in the DFAS PAYPERSMAN or SDSPROMAN, as appropriate. Make an entry on page 13 to show the extension of the enlistment, period of induction, or period of obligated active service, as appropriate, by the number of days to be made up. For this purpose, extend the enlistment, or other period of service, from the normal date of expiration thereof or from the date of restoration to full duty, whichever is later.

Reservists who are required to make up time lost from their obligated active service must make up this time before their release from extended active duty, annual training (AT) (formerly called active duty for training [ACDUTRA]) in excess of 30 days, or any period of additional involuntary AT.

Pay Entry Base Date, Active Duty Service Date, and Expiration of Active Obligated Service Adjustment

As you know, lost time must be made good on a day-for-day basis. Your first step is to make an accurate determination of the number of days the person must make up. You must then record this number (of days) on the NAVPERS 1070/606 or NAVPERS 1070/607, whichever is appropriate, and make the required page 13 entry. In addition, the DFAS PAYPERSMAN calls for the preparation of a NAVCOMPT 3060 in cases where a member is absent for a period of over 10 days.

PEBD.— According to the DFAS PAYPERSMAN, a member's PEBD is automatically adjusted based on

the report of the member's lost time; however, this is not always the case. There are instances when for unknown reasons the PEBD is not adjusted accordingly. If this is the case, you should prepare a diary entry following guidelines contained in the *Diary Message Reporting System Users' Manual* (DMRSMAN). You can verify whether a member's PEBD has been adjusted by checking the documents reporting the member's UA against the information in the Enlisted Distribution and Verification Report (EDVR) and/or the member's leave and earnings statement (LES).

ADSD.— A member's ADSD must also be adjusted if there is a period of lost time. Check the documents prepared to report the member's UA or confinement period. As with the PEBD, these documents also update the ADSD. Again, be aware that this may not always happen as it should. Consequently, you should verify the information contained in the EDVR. If you find that the adjustment has not occurred, you should prepare a diary entry according to the DMRSMAN.

To illustrate the adjustment of PEBD and ADSD, and to describe the EAOS, let's look at the case of PN3 Christmas. His PEBD is 19 January 1994 (not a leap year). Christmas joined the U.S. Navy for 4 years' active duty. His ADSD is 7 July 1994. This makes his normal EAOS 6 July 1998. Christmas went UA for a period of 5 days during the early part of his enlistment. To determine his new PEBD, take the original PEBD (19 January 1994) and add 5 days, making his new PEBD 24 January 1994. To determine his new ADSD, take his original ADSD (7 July 1994) and add 5 days, making his new ADSD 12 July 1994. To determine his new EAOS as adjusted, all you have to do is add 5 days to his original EAOS (6 July 1998), making his new EAOS 11 July 1998.

Of course, the case of PN3 Christmas is quite simple. Be aware, however, there will be times when you will not be able to determine an individual's ADSD or PEBD accurately based solely on the information contained in the member's service record. In cases like these, you should request a statement of service from BUPERS (PERS 274) by letter. Once you receive the statement of service, you can usually do the computations and come up with an accurate date. There may be other times, however, when you may still not be able to determine the dates you need even with a statement of service from BUPERS. If you cannot determine the accurate dates or if the dates provided in the statement of service are questionable based on the information contained in the member's service record,

do not hesitate to notify BUPERS by telephone, letter, or message.

COURT MEMORANDUM (PAGE 7)

According to the MILPERSMM, Article 5030320, the Court Memorandum, NAVPERS 1070/607, page 7 of the enlisted service record, is used to record court-martial and nonjudicial punishment actions that affect an individual's pay. Punishment that does not affect pay is recorded on the Administrative Remarks, NAVPERS 1070/613, page 13 of the enlisted service record. Figure 5-20 shows a sample of a blank NAVPERS 1070/607 (OCR) form. Figure 5-21 shows a sample of a completed NAVPERS 1070/607 SDS form.

This form is prepared and distributed according to the guidelines in the DFAS PAYPERSMAN and/or SDSPROMAN, as appropriate. As with the WR NAVPERS 1070/606, you may have come across the OCR NAVPERS 1070/607. If you are on a ship, you should be aware that in the future these forms may be prepared by a computer system such as the SDS used at the PERSUPPDETs.

ENLISTED PERFORMANCE RECORD (PAGE 9)

According to the MILPERSMAN, Article 5030360, the Enlisted Performance Record, NAVPERS 1070/609, page 9 of the enlisted service record, is a chronological record of an enlisted member's performance evaluations and career milestones. The page 9 is prepared as soon as practical after a member enlists or reenlists in the Navy or Naval Reserve. The original form is prepared with the member's full name and social security number (SSN) at the bottom of the page. Entries are made on this page under instructions pertaining to the Enlisted Performance Evaluation System and MILPERSMAN, Article 5030360. Figure 5-22 shows a page 9 containing sample entries.

For complete guidance on making page 9 entries, always refer to the MILPERSMAN, Article 5030360. If you need to make corrections to the page 9, refer to the MILPERSMAN, Article 5040100. The information in the following sections is limited to a clarification of the reason codes in column 2 of the page 9.

Reason Codes

As you may have already noticed in figure 5-22, column 2 of the page 9 contains a number of reason codes. As a PN, you are required to know what these codes mean. You must be able to use them correctly whenever the need arises.

CODE P.— Code **P** stands for Periodic. You will use code **P** whenever you record a member's annual performance evaluation marks. These enlisted performance evaluations are prepared annually according to specific guidelines set forth in the *Navy Performance Evaluation and Counseling Manual* (Eval Manual), BUPERSINST 1610.10.

CODE T.— Code **T** stands for Transfer. Use code **T** whenever you record performance evaluation marks that are prepared on the occasion of an individual's transfer.

CODE S.— Code **S** stands for Special. You will use code **S** whenever you record any type of performance evaluation marks of an individual who has been given a special evaluation. Whether the special evaluation is derogatory in nature or pertains to a sustained superior performance, you will use code **S** for any type of performance evaluation marks resulting from a special evaluation.

CODE SUP.— Code **SUP** stands for Supplemental. This code is used whenever you record supplemental performance evaluation information submitted per BUPERSINST 1610.10.

CODE M.— Code **M** stands for Memorandum. This code is used whenever you record significant career events. Some of the memorandum entries under code **M** will have their own individual codes. For example, **MM** stands for Meritorious Mast, **NJP** stands for Nonjudicial punishment, **SCM** stands for Summary Court-Martial, **SPCM** stands for Special Court-Martial, **GCM** stands for General Court-Martial, **CR** stands for Change in Rating, **AR** stands for Advancement in Rate, and **RR** stands for Reduction in Rate.

Disposition

The page 9 is retained in the member's service record until it is closed. When the service record is closed, a reproduced copy of the page is made and certified, and disposition is made according to the member's status.

IMMEDIATE REENLISTMENTS.— For members who immediately reenlist, the original page 9

BURPERS USE ONLY		P601-7R		BURPERS USE ONLY	
COURT MEMORANDUM					
38					

1. DATE SUBMITTED		2. SHIP OR STATION AND LOCATION			
3. DATE OF REFERRAL		4. TYPE OF COURT		5. DATE OF COURT/MAST	
7. DATE OF ACTION		8. REPORT OF ACTION		9. MODIFICATION OF ACTION	
12. RATE ADJUSTMENT		13. FROM		14. TO:	
16. FORFEITURE		17. MONTHLY AMT.		18. NO. MONTHS	
19. FINE		20. AMOUNT		21. CONSENT TO CHECKAGE	
25. DETENTION		26. MONTHLY AMT.		27. NO. MONTHS	
29. DESERTION MARK REMOVED		30. ADJUDGED		31. ADJUDGED AND DIS-APPROVED	
PRE-TRIAL CONFINEMENT		32. FROM:		33. TO:	
CONFINEMENT ORDERED AND COMPLETED		36. FROM:		37. TO:	
40. CHANGE EAOB TO:		41. CHANGE EXP. ENL. TO:		42. SYNOPSIS OF OFFENSE(S), DATE(S), AND SENTENCE ADJUDGED (ALSO AMPLIFYING REMARKS, MAY BE CONTINUED ON REVERSE)	
43. 1070/607 DTD		44. AUTHORITY TYPE			

DATE IDENTIFICATION AND RESUME OF CONVENING, SUPERVISORY, OR OTHER AUTHORITY INCLUDING ACTION UNDER ARTICLES 66, 66, 67, 69, 72, 73, 74, OR 15 (D) OR (E), UCMJ, (ALSO ANY APPEAL)

45.	
-----	--

(MAY BE CONTINUED ON REVERSE)

46. (SIGNATURE) BY DIRECTION		GRADE	
47. UNIT I.D. CODE		48. RATE	
49. NAME (LAST, FIRST, MIDDLE)		50. SSN	
		51. BRANCH/CLASS	

COURT MEMORANDUM NAVPERS 1070/607 (REV. 12-75) S/M 0106-LF-010-6960

* U.S. GOVERNMENT PRINTING OFFICE: 1986 491 648 T 40037

RETAIN IN SERVICE RECORD

86NP0075

Figure 5-20.—OCR Court Memorandum, NAVPERS 1070/607.

EVENT: D10 COURT MEMORANDUM
COURT MEMORANDUM NAVPERS 1070/607

NAME: DOE JOHN NMN SSN: 123-45-6789 RATE ABBR: SR BR/CL: USN
UIC: 30922 EVENT DATE: 93APR16 DATE OF REFERRAL: TYPE OF COURT: NJP
DATE OF COURT/MAST: 93APR05 UCMJ ARTICLES: 086
DATE OF ACTION: 93APR05 TYPE OF ACTION: INITIAL
DATE OF PREVIOUS NAVPERS 1070/607: REF-ECN: —

RATE ADJUSTMENT FROM: RATE ADJUSTMENT TO: TIR: —

FORFEITURE AMOUNT: 213.00 NO MONTHS: 001 FINE AMOUNT:
CHECKAGE: CHECKAGE AMOUNT: NO MONTHS CHECKAGE:

DESERTION MARK REMOVED: ADJUDICATION:

PRE-TRIAL CONFINEMENT: DAYS LOST TIME:
FROM: TO: 30 DAY BASIS: DAY FOR DAY:

CONFINEMENT ORDERED AND COMPLETED: DAYS LOST TIME:
FROM: TO: 30 DAY BASIS: DAY FOR DAY:

SYNOPSIS OF OFFENSE(S), DATE(S) AND SENTENCE:

CHARGE I: VIOLATION OF UCMJ ARTICLE 86.

SPEC: ON OR ABOUT 15MAR93, DTD, WITHOUT AUTHORITY ABSENT HIMSELF FROM HIS
FROM HIS PLACE OF DUTY, TO WIT: PT COMPANY.

DATE IDENTIFICATION AND RESUME OF CONVENING, SUPERVISORY, OR OTHER
AUTHORITY INCLUDING ACTION UNDER ARTICLES 65, 66, 67, 69, 72, 73, 74 OR 15(D) OR (E),
UCMJ (ALSO ANY APPEAL):

AUTH-TYPE-DATE: AUTHORITY TYPE:

REDUCTION TO THE NEXT INFERIOR PAYGRADE: SR/E1, FORFEITURE OF \$213.00 PAY PER
MONTH FOR 1 MONTH, RESTRICTION FOR 14 DAYS, AND 14 DAYS EXTRA DUTIES.

AUTHORIZING OFFICER'S NAME AND GRADE: A. B. SEA, LTJG, USN

A. B. Sea TITLE: AOTC
SIGNATURE BY DIRECTION
NAVPERS 1070/607

Figure 5-21.—SDS Court Memorandum, NAVPERS 1070/607.

MEMBERS WHO DO NOT IMMEDIATELY REENLIST.— For members who do not immediately reenlist, the original page 9 is forwarded with the closed service record. For members who are transferred to the Fleet Reserve or the Retired List but retained on active duty, the certified copy of the page 9 is filed on the left-hand side of the service record under the performance divider.

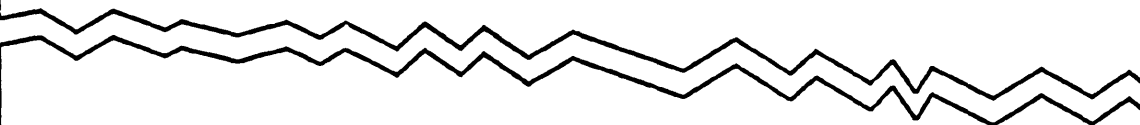
According to the MILPERSMAN, Article 5030420, the Administrative Remarks, NAVPERS 1070/613, page 13 of the enlisted service record, serves as a chronological record of significant miscellaneous entries that are not provided for elsewhere in the service record. Page 13 is also used to provide more detailed information to clarify entries on other pages of the service record.

Usually, the page 13 is prepared on its original form; however, there are exceptions to the rule. Refer

The page 13 is retained in the member's service record until the service record is closed. Disposition of page 13 is made according to the status of the individual service member.

MEMBERS WHO DO NOT IMMEDIATELY REENLIST.—Originals of the page 13 are forwarded with the closed service remrd.

According to the MILPERSMAN, Article 5030443, the Record of Discharge from the U.S. Naval

ADMINISTRATIVE REMARKS NAVPER 1070/613 (REV. 10-81) S/N 0106-LF-010-6991		E-32
SHIP OR STATION		
		
NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
86NP0078		13 <input type="checkbox"/>

5-37

Reserve (Inactive), NAVPERS 1070/615, page 14 of the enlisted service record, is prepared on the honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or expiration of obligated service. The discharge of an enlisted member on inactive duty for any other reason is recorded on page 13.

NOTE: An adaptation of the page 14 Inactive is authorized for use by the Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN). A sample of a blank page 14 is shown in figure 5-24.

Preparation

To complete the page 14, NAVPERS 1070/615, you should follow the guidelines contained in the MILPERSMAN, Article 5030443.

Distribution

Copies of the NAVPERS 1070/615, page 14 (Inactive) are distributed as follows:

- Part 1 is delivered or forwarded to the member with the discharge certificate, discharge emblem, and appropriate service record pages.
- Part 2 is filed on the left side of the member's service record under the performance divider according to MILPERSMAN, Article 5030200.
- Part 3 is retained for recruiting or other local use.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (PAGE 15)

According to the MILPERSMAN, Article 5030445, the Certificate of Release or Discharge from Active Duty, DD Form 214, is considered to be page 15 of the enlisted service record. The DD Form 214 is prepared and distributed according to the guidelines contained in *Certificate of Release or Discharge from Active Duty*, BUPERSINST 1900.8.

The DD Form 214 is prepared to cover a member's periods of service on active duty, active duty for training, full-time training duty, active duty for special work, certain periods terminated by a change of status not concurrent with separation from active service, and release from a status that is legally determined to be void. The DD Form 214 provides documentary evidence of an enlisted person's active naval service and is a vital record for interested government agencies. It

assists the enlisted person in obtaining the rights and benefits that have accrued as the result of a period of active naval service.

Because the DD Form 214 is so important, you must prepare it accurately and completely, and you must distribute it promptly. You should always use the *Certificate of Release or Discharge from Active Duty*, BUPERSINST 1900.8, whenever you are tasked with typing this important form. A copy of a DD Form 214 blank worksheet is shown in figure 5-25. Refer also to figure 5-26, which shows you a copy of the Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215. There will be occasions when you will have to type this form also.

Your command should establish accountability measures to safeguard the issuance of both the DD Form 214 and DD Form 215. These are very accountable documents and only authorized personnel should be permitted to handle them.

In your career as a PN, you will very likely work with the DD Form 214 when you are processing separation documents, including the detaching endorsement, NAVCOMPT 3067. Make sure you take your time when you are working with these forms. Correctly transcribe the appropriate codes or entries from the DD Form 214 to the detaching endorsement. Past experience by the Defense Finance and Accounting Service (DFAS) has shown that information transcribed from the DD Form 214 to the NAVCOMPT 3067 is not always correct. When mistakes occur, they subsequently create unneeded delays for the enlisted member as well as the agencies concerned. Do your part to avoid errors.

MAINTENANCE OF SERVICE RECORDS

Up to now, you have read about the format and principal pages of the enlisted service record. There are, however, other duties and responsibilities related to information in the enlisted service record. Some of your most important responsibilities will be in the area of enlisted service record maintenance. To be a good PN, you must be familiar with the numerous aspects involved in this important area. You may be called upon to explain the necessary requirements and procedures to your shipmates.

In the following paragraphs, you will read about a variety of enlisted service record information. You will read about the distinctions in meaning between home address and home of record. You will read about the

DEPARTMENT OF THE NAVY 33	33																				
From: To: Subj: Discharge from the United States Naval Reserve Encl: (1) Honorable Discharge Certificate, DD Form 256N (2) Discharge Emblem (3) Service Record page(s)	IF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE) <hr/> <hr/> <hr/> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> HONORABLE MILITARYMAN 3860000 2.a. or b. as applicable </div> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> HONORABLE DISCHARGE CERTIFICATE, DD FORM 256N </div> <div style="text-align: center; margin-top: 20px;"> RECOMMENDED FOR REENLISTMENT </div> <div style="text-align: center; margin-top: 20px;"> FINISHED </div>																				
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">DISCHARGE DATE</td> <td style="width: 20%; border-bottom: 1px solid black;">IMMEDIATELY REENLISTED <input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td style="width: 20%; border-bottom: 1px solid black;">DATE</td> <td style="width: 20%; border-bottom: 1px solid black;">SOCIAL SECURITY NUMBER</td> <td style="width: 10%; border-bottom: 1px solid black;">BRANCH AND CLASS</td> </tr> <tr> <td style="border-bottom: 1px solid black;">NAME (LAST, FIRST, MIDDLE)</td> <td colspan="4" style="border-bottom: 1px solid black;"></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE, NAVPERS 10700 (INACTIVE) (REV. 5-61) 54-4108-LF-010-7001 PART 1 - LETTER OF TRANSMITTAL </div>	DISCHARGE DATE	IMMEDIATELY REENLISTED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	SOCIAL SECURITY NUMBER	BRANCH AND CLASS	NAME (LAST, FIRST, MIDDLE)					<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;">IMMEDIATELY REENLISTED <input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td style="width: 20%; border-bottom: 1px solid black;">DATE</td> <td style="width: 20%; border-bottom: 1px solid black;">SOCIAL SECURITY NUMBER</td> <td style="width: 10%; border-bottom: 1px solid black;">BRANCH AND CLASS</td> </tr> <tr> <td colspan="5" style="border-bottom: 1px solid black;"></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> THE U.S. NAVAL RESERVE, NAVPERS 10700 (INACTIVE) (REV. 5-61) 54-4108-LF-010-7001 </div>		IMMEDIATELY REENLISTED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	SOCIAL SECURITY NUMBER	BRANCH AND CLASS					
DISCHARGE DATE	IMMEDIATELY REENLISTED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	SOCIAL SECURITY NUMBER	BRANCH AND CLASS																	
NAME (LAST, FIRST, MIDDLE)																					
	IMMEDIATELY REENLISTED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	SOCIAL SECURITY NUMBER	BRANCH AND CLASS																	
86NP0079 PART 2 - RETAIN IN SERVICE RECORD																					

Figure 5-24.—Record of Discharge from the U.S. Naval Reserve (Inactive), NAVPERS 10700/615.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1. NAME (Last, first, middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NO.	
4. a. GRADE, RATE OR RANK	4. b. PAY GRADE	5. DATE OF BIRTH (YYMMDD)		6. RESERVE OBLIG. TERM. DATE	
7. a. PLACE OF ENTRY INTO ACTIVE DUTY		7. b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)		Year	Month
				Day	
8. a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		8. b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED				10. SGLI COVERAGE Amount \$ <input type="checkbox"/> None	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years)		12. RECORD OF SERVICE		Year(s)	Month(s)
		a. Date Entered AD This Period			
		b. Separation Date This Period			
		c. Net Active Service This Period			
		d. Total Prior Active Service			
		e. Total Prior Inactive Service			
		f. Foreign Service			
		g. Sea Service			
		h. Effective Date of Pay Grade			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
14. MILITARY EDUCATION (Course title, number of weeks and month and year completed)					
15. a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM		YES	NO	15. b. HIGH SCHOOL GRADUATE OR EQUIVALENT	
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				YES	NO
19. a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code)		19. b. NEAREST RELATIVE (Name and address - include Zip Code)			
20. MEMBER REQUESTS COPY 4 BE SENT TO _____ DIR. OF VET. AFFAIRS		22. OFFICIAL AUTHORIZED TO SIGN (Print name, grade, title, and signature)			
21. SIGNATURE OF MEMBER BEING SEPARATED					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrades)			
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENTRY CODE	
28. NARRATIVE REASON FOR SEPARATION					
29. DATES OF TIME LOST DURING THIS PERIOD				30. MEMBER REQUESTS COPY 4	
				Inserts	

Figure 5-25.—Certificate of Release or Discharge from Active Duty, DD Form 214.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
1. NAME (Last, first, middle)		2. DEPARTMENT, COMPONENT AND BRANCH	
4. MAILING ADDRESS (Include ZIP Code)		3. SOCIAL SECURITY NO. (Do not Service Number if applicable)	
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW			
ITEM NO.	CORRECTED TO READ		
	SEPARATION DATE ON DD FORM 214 BEING CORRECTED _____		
	SAMPLE		
6. DATE	7. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN		
DD FORM 215 1 JUL 79 SN 0102-LF-000-2150		PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.	
		CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	
		MEMBER - 1	
		86NP0081	

Figure 5-26.—Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215.

procedures involved in a request for a change of name or a correction of a date of birth. You will also read about the importance of signatures, the requirements for reporting a change in citizenship by foreign nationals, the procedures for making corrections to enlisted service records, and the purpose of the Board for Correction of Naval Records (BCNR).

ADDRESS AND HOME OF RECORD

As a PN, you must understand and be able to explain the difference between an enlisted member's home address and his or her home of record. You should also be able to explain to your shipmates why this information is required in the service record.

Reasons

According to the MILPERSMAN, Article 5010140, a member's address is officially recorded by the Navy for the following reasons:

- To communicate with the member when necessary.
- To provide a means for establishing and recording the home of record of a member at the time of his or her entry on a tour of extended active duty. (This is for purposes of determining

the member's entitlement to travel and transportation allowances.)

A home address or address recorded as the home of record for a member's current tour of active duty or enlistment serves as evidence of, but does not in itself establish, the member's legal domicile or residence.

Home Address Versus Home of Record

The main difference in a member's home address and home of record is that the home of record remains unchanged during a continuous tour of active duty regardless of changes in the member's home address during that time.

For an enlisted Navy member who is immediately placed on active duty, the home of record is the address recorded specifically as that member's home of record on the official enlistment document form at the time of the member's current enlistment or reenlistment.

In the case of an enlisted member who is not immediately placed on active duty upon enlistment or reenlistment, the member's home of record during a relevant tour of active duty is the home address recorded at the time of enlistment unless a change in the member's home address has been recorded before the member is in actual receipt of orders to the tour of active duty.

In all cases, a member's home of record remains unchanged during a continuous tour of active duty or enlistment regardless of any changes in that member's home address during that tour or enlistment. This is why the home address and home of record recorded in a member's service record may or may not be the same. The rules governing a change in home address and a change in the home of record are different.

CHANGE IN HOME ADDRESS.— During a continuous tour of active duty or enlistment, the member may change his or her place of residence (home address) as necessary.

RESTRICTIONS TO CHANGE IN HOME OF RECORD.— There are different rules, however, for the member's home of record. The official home of record can be changed in the service record only upon the member's reenlistment or reentry into the service and provided the following two conditions are also met:

1. There is no overlap in the reenlistment contract.
2. There is a break in service of at least 1 calendar day.

In maintaining enlisted service records, you must be completely familiar with these rules. You must be able to understand the conditions involved in each case and explain the distinctions to your shipmates.

Consider the case of CPO John Doe who desires to change his home of record to reflect a change in his home address. CPO Doe's current enlistment expires on 12 March. He reenlists on 14 March. His home address at the time of his reenlistment is different from the address recorded on his previous enlistment as his home of record. In Doe's case, there is a break of service of at least 1 calendar day (13 March) and no overlap in the reenlistment contract. Therefore, Doe's new home address becomes the home of record in his service record for his reenlistment.

On the other hand, let's look at the case of PO Boat who also wishes to change his official home of record at the time of his reenlistment to reflect an actual change of home address that occurred during his original (current) enlistment. In Boat's case, however, his reenlistment occurs before the expiration of his current enlistment. Because Boat's reenlistment is considered to be a continuation of his incomplete current enlistment, his home of record remains the place that was originally recorded as his home of record for his current enlistment. When a member is separated from the service for the purpose of continuing on active duty in the same or another status and the reenlistment occurs

before the expiration of the current enlistment, the reenlistment is considered to be a continuation of the incomplete enlistment for the purpose of travel allowances, and the place recorded in the enlisted service record for the incomplete enlistment remains the official home of record.

AUTHORIZED CORRECTIONS TO HOME OF RECORD INFORMATION.— What happens when an enlisted member discovers that the home of record recorded in the service record was not the actual home address at the time of her enlistment? While a change of home of record may not be made, a correction to the home of record may be authorized by CHNAVPERS. This can be done when the wrong place was recorded as the home of record through a bona fide error and when the place that was recorded as the home address on the enlistment document before the member's receipt of orders to the relevant tour of active duty was not in fact the actual home of the member.

Any request for a correction of the home of record must be submitted by the member and be fully substantiated by proof that the place requested to be designated as the home of record was the member's actual home at the time of his or her call to active duty, enlistment, or reenlistment after a break in service of at least 1 calendar day. If the correction to the home of record is authorized by CHNAVPERS, travel and transportation allowances are based on the official corrected home of record recorded under the provisions of the *Joint Federal Travel Regulations (JFTR)*.

CHANGE OF NAME

According to the MILPERSMAN, Article 5010240, change of name in the official record is made only after an administrative examination of the evidence and approval by CHNAVPERS. A change of surname due to marriage or divorce should be reported immediately.

Before submission of a request for change of name, the service member should be advised of the Privacy Act statement relative to this information as follows:

“The authority to request this information is derived from 5 U.S.C. 301 Department Regulations. The purpose is to effect a correction of name. It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of name.”

Requests for change of name must be forwarded via the CO and must be accompanied by appropriate documentary evidence verifying the change in name. Examples of suitable documentary evidence include a marriage certificate, a final divorce decree containing a provision for the restoration of the maiden name, a court order authorizing the name change, and a birth certificate. The change of name is effective, for Navy record purposes, from the date of authorization by CHNAWERS.

As a PN, you will most likely deal with a change of name after its authorization by CHNAVPERS. As soon as your command receives authorization to change a person's name, you should make an appropriate Administrative Remarks, NAVPERS 1070/613, page 13 entry in the enlisted member's service record and change all appropriate pages. Make sure each change is initialed on all appropriate pages by a person who is authorized to do so.

CORRECTION OF DATE OF BIRTH

According to the MILPERSMAN, Article 5010220, a correction of the date of birth in the official record of a member is made only after an administrative examination has shown that the evidence presented is indisputable and authority for the change has been granted by CHNAVPERS.

The personnel officer must advise the applicant before submission of the request for change in the date of birth of the Privacy Act statement relative to this element which is similar to the one shown previously for a change of name.

A request for a correction of the date of birth must be forwarded via the CO and include the following documentation:

- A statement of the reason for the erroneous recording.
- A copy of the birth certificate or other documentary evidence of the correct date of birth. When the evidence submitted is not identified as a public record, a statement by the responsible public official that no public record of birth exists must be included.
- An affidavit that the applicant is the person referred to in the documentary evidence submitted.

When CHNAVPERS authorizes a correction of birth date, the member will be issued a Notification of

Change in Servicemember's Official Records, DD Form 1343. Copies of this form for an enlisted member will be sent to the member's CO.

Again, you will likely come into contact with a change of date of birth after it has been authorized by CHNAVPERS. As soon as your command receives authorization to correct an individual's date of birth, you should make an appropriate Administrative Remarks, NAVPERS 1070/613, page 13 entry in the enlisted member's service record and change all appropriate pages. Make sure the change is initialed on all appropriate pages by a person authorized to do so.

SIGNATURES IN SERVICE RECORDS

According to the MILPERSMAN, Article 5030100, signatures and initials in the service record are required to make sure entries are made by proper authority and service records are properly maintained.

As a PN, you frequently will be involved in checking for signatures and the appropriate supporting information, so you must be aware of the requirements. Signatures and initials must be in permanent black or blue-black ink and must be legible on all copies. You should type the rank/rate/grade and title of the person signing the service record pages below the signature line. Signers, such as your supervisor, are required to sign or initial entries on service record pages at the time and in the manner described by the MILPERSMAN or other directives governing service record administration.

The CO, executive officer (XO), or OIC, signs or initials all service record pages. The CO or OIC, however, may grant certain personnel "By direction" authority to sign service record pages.

At the discretion of the CO, facsimile signatures may be used for entries on the page 4 and accumulative entries on the page 13. In these cases, you should stamp both original and carbon copies of the service record page with the facsimile signature. Facsimile signatures are authorized for use only on pages 4 and 13 of the enlisted service record. They should not be used on any other pages of the service record.

CITIZENSHIP ENTRIES IN THE ENLISTED SERVICE RECORD

According to the MILPERSMAN, Article 5030450, an enlisted member's citizenship is recorded on the Record of Military Processing—Armed Forces of the United States, DD Form 1966, or the Immediate

Reenlistment Contract, NAVPERS 1070/601. The naturalization certificate and other documents issued by the Immigration and Naturalization Service cannot be duplicated and must remain in the custody of the member.

Each foreign national is required to report any change in citizenship status along with documentary evidence to substantiate the change. As a PN, you may be called upon to help submit these changes. Report a change in citizenship by submitting the appropriate data entries according to the guidelines in the DMRSMAN or SDSPROMAN. If your activity reports a change in citizenship via the DMRS, you must make a page 13 entry to substantiate the change.

CORRECTION OF ENLISTED SERVICE RECORDS

According to the MILPERSMAN, Article 5040100, the U.S. Navy Enlisted Service Record, NAVPERS 1070/600, is a permanent history of a member's service in the Navy and is a chronological record of facts and events incident to such service. Once information is entered on a service record page, it may be corrected at the command level only under MILPERSMAN, Article 5040100. Removal or revision of enlisted performance evaluation reports can be made only as set forth in the *Navy Performance Evaluation and Counseling Manual* BUPERSINST 1610.10.

For the most part, your supervisors will either deal with or provide guidance for corrections to be made in enlisted service records. As a PN3 or PN2, you may be tasked with making sure certain format requirements are met. You must be aware, for example, that the use of interlineation, ditto marks, or the entry of unauthorized abbreviations, symbols, or codes is prohibited in the service record. If you become involved in making corrections to enlisted service records, always use the appropriate official guidelines for making any type of changes.

BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)

According to the MILPERSMAN, Article 5040200, the BCNR (Title 10, U.S. Code Section 1552) was established under the Legislative Reorganization Act of 1946 to relieve Congress of the burden of considering private bills for the correction of naval records. As a PN, you should be aware of the BCNR and the types of cases submitted for its review. Although not an all-inclusive listing, the following list includes

examples of some of the types of cases reviewed by the BCNR:

- Requests for physical disability retirement
- Cancellation of a physical disability discharge and in lieu thereof retirement for disability
- Increase in percentage of disability
- Removal of derogatory material from an official record
- Review of nonjudicial punishment
- Restoration of rank, grade, or rating

The law requires that an application be filed with the BCNR within 3 years of the date of discovery of the error or injustice. The board is authorized to excuse the fact that the application was filed at a later date if it finds it to be in the interest of justice. The board is also empowered to deny an application without a hearing if it determines that there is insufficient evidence to indicate the existence of probable material error or injustice.

In connection with a review of executed discharges by both the Naval Discharge Review Board (NDRB) and the BCNR, there is no law or regulation that provides that an unfavorable discharge may be upgraded based solely on the passage of time or good conduct in civilian life subsequent to a member's leaving the service.

The MILPERSMAN, Article 5040220, contains instructions for applying to the BCNR. Under the provisions of Title 10, U.S. Code Section 1552, applications submitted for review by the BCNR should be submitted on the Application for Correction of Military Records, DD Form 149. A copy of a blank DD Form 149 is shown in figure 5-27. Applications submitted for review by the NDRB should be submitted on the Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293. A copy of a blank DD Form 293 is shown in figure 5-28.

VERIFICATION AND DISPOSITION OF ENLISTED SERVICE RECORDS

As a PN3 or PN2, you will be assigned the responsibilities of verifying and disposing of enlisted service records. In the following paragraphs, you will read about some of the tasks you will be expected to perform. You will read about the basic procedures for verifying service records, checking out service records, tracing missing service records, purging service

APPLICATION FOR CORRECTION OF MILITARY RECORD UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552 (Please read instructions on reverse side BEFORE completing application.)		Form Approved OMB No. 0704-0003 Expires Mar 31, 1993						
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0003), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the appropriate address shown on reverse.								
Privacy Act Statement								
AUTHORITY: Title 10 US Code 1552, EO 9397. PRINCIPAL PURPOSE: To initiate an application for correction of a military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record.	ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security number is strictly to assure proper identification of the individual and appropriate records.							
1. APPLICANT DATA								
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">a. BRANCH OF SERVICE (X one)</td> <td style="border: none;"><input type="checkbox"/> (1) ARMY</td> <td style="border: none;"><input type="checkbox"/> (2) NAVY</td> <td style="border: none;"><input type="checkbox"/> (3) AIR FORCE</td> <td style="border: none;"><input type="checkbox"/> (4) MARINE CORPS</td> <td style="border: none;"><input type="checkbox"/> (5) COAST GUARD</td> </tr> </table>			a. BRANCH OF SERVICE (X one)	<input type="checkbox"/> (1) ARMY	<input type="checkbox"/> (2) NAVY	<input type="checkbox"/> (3) AIR FORCE	<input type="checkbox"/> (4) MARINE CORPS	<input type="checkbox"/> (5) COAST GUARD
a. BRANCH OF SERVICE (X one)	<input type="checkbox"/> (1) ARMY	<input type="checkbox"/> (2) NAVY	<input type="checkbox"/> (3) AIR FORCE	<input type="checkbox"/> (4) MARINE CORPS	<input type="checkbox"/> (5) COAST GUARD			
b. NAME (Last, First, Middle Initial) (Please print)	c. PRESENT PAYGRADE	d. SERVICE NUMBER (If applicable)						
e. SOCIAL SECURITY NUMBER	f. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY							
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">2. TYPE OF DISCHARGE (If by court-martial, state type of court.)</td> <td style="border: none;">3. PRESENT STATUS, IF ANY, WITH RESPECT TO THE ARMED SERVICES (Active duty, Retired, Reserve, etc.)</td> <td style="border: none;">4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY</td> </tr> </table>			2. TYPE OF DISCHARGE (If by court-martial, state type of court.)	3. PRESENT STATUS, IF ANY, WITH RESPECT TO THE ARMED SERVICES (Active duty, Retired, Reserve, etc.)	4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY			
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<table style="width: 100%; border: none;"> <tr> <td style="border: none;">5. ORGANIZATION AT TIME OF ALLEGED ERROR IN RECORD</td> <td style="border: none;">6. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. (No expense to the Government) (X one)</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"> <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO </td> </tr> </table>			5. ORGANIZATION AT TIME OF ALLEGED ERROR IN RECORD	6. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. (No expense to the Government) (X one)		<input type="checkbox"/> a. YES <input type="checkbox"/> b. NO		
5. ORGANIZATION AT TIME OF ALLEGED ERROR IN RECORD	6. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. (No expense to the Government) (X one)							
	<input type="checkbox"/> a. YES <input type="checkbox"/> b. NO							
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">7. COUNSEL (If any)</td> <td style="border: none;">b. ADDRESS (Street, City, State and Zip Code)</td> </tr> <tr> <td style="border: none;">a. NAME (Last, First, Middle Initial)</td> <td style="border: none;"></td> </tr> </table>			7. COUNSEL (If any)	b. ADDRESS (Street, City, State and Zip Code)	a. NAME (Last, First, Middle Initial)			
7. COUNSEL (If any)	b. ADDRESS (Street, City, State and Zip Code)							
a. NAME (Last, First, Middle Initial)								
8. I REQUEST THE FOLLOWING CORRECTION OF ERROR OR INJUSTICE:								
9. I BELIEVE THE RECORD TO BE IN ERROR OR UNJUST IN THE FOLLOWING PARTICULARS:								
10. IN SUPPORT OF THIS APPLICATION I SUBMIT AS EVIDENCE THE FOLLOWING: (If Veterans Administration records are pertinent to your case, give Regional Office location and Claim Number.)								
11. ALLEGED ERROR OR INJUSTICE DATA								
a. DATE OF DISCOVERY	b. IF MORE THAN THREE YEARS SINCE THE ALLEGED ERROR OR INJUSTICE WAS DISCOVERED, STATE WHY THE BOARD SHOULD FIND IT IN THE INTEREST OF JUSTICE TO CONSIDER THIS APPLICATION.							
12. APPLICANT MUST SIGN IN ITEM 16. IF THE RECORD IN QUESTION IS THAT OF A DECEASED OR INCOMPETENT PERSON, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY APPLICATION. IF APPLICATION IS SIGNED BY OTHER THAN APPLICANT, INDICATE RELATIONSHIP OR STATUS BY MARKING APPROPRIATE BOX. <input type="checkbox"/> a. SPOUSE <input type="checkbox"/> b. WIDOW <input type="checkbox"/> c. WIDOWER <input type="checkbox"/> d. NEXT OF KIN <input type="checkbox"/> e. LEGAL REP <input type="checkbox"/> f. OTHER (Specify)								
13. I MAKE THE FOREGOING STATEMENTS, AS PART OF MY CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM. (U.S. Code, Title 18, Sec. 287, 1001, provides a penalty of not more than \$10,000 fine or not more than 5 years imprisonment or both.)								
14. COMPLETE CURRENT ADDRESS, INCLUDING ZIP CODE (Applicant should forward notification of all changes of address)		DOCUMENT NUMBER (Do not write in this space.)						
15. DATE SIGNED	16. SIGNATURE (Applicant must sign here.)							
86NP0082								

DD Form 149, APR 90

Previous editions are obsolete.

Figure 5-27.—Application for Correction of Military Records, DD Form 149.

INSTRUCTIONS <i>(All data should be typed or printed)</i>			
<ol style="list-style-type: none"> 1. For detailed information see: <div style="margin-left: 20px;"> Air Force Regulation 31-3 Army Regulation 15-185 Coast Guard, Code of Federal Regulations Title 33, Part 52 Navy, NAVEXOS P-473, as revised </div> 2. Submit only original of this form. 3. Complete all items. If the question is not applicable, mark "None." 4. If space is insufficient, use "Remarks" or attach additional sheet. 5. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters. 6. List all attachments and enclosures. 	<ol style="list-style-type: none"> 7. ITEMS 6 AND 7. Personal appearance of you and your witnesses or representation by counsel is not required to ensure full and impartial consideration of applications. Appearances and representations are permitted, at no expense to the Government, when a hearing is authorized. 8. ITEM 8. State the specific correction of record desired. 9. ITEM 9. In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board, or it must otherwise satisfactorily appear, that the alleged entry or omission in the record was in error or unjust. Evidence may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting application. All evidence not already included in your record must be submitted by you. The responsibility for securing new evidence rests with you. 10. ITEM 11. 10 U.S.C. 1552b provides that no correction may be made unless request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice. 		
MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW			
ARMY	NAVY AND MARINE CORPS	COAST GUARD	AIR FORCE
(For Active Duty Personnel) Army Board for Correction of Military Records Department of the Army Washington, DC 20310-1803 (For Other than Active Duty Per- sonnel) CO, USARPERCEN (PAS-AA) 9700 Page Blvd. St Louis, MO 63132-5200	Board for Correction of Naval Records Department of the Navy Washington, DC 20370-5100	Chairman Board for Correction of Military Records (C-60) Department of Transportation 400 7th St., SW Washington, DC 20590	Board for Correction of Air Force Records AFMPC/DPMD0A1 Randolph AFB, TX 78150-6001
17. REMARKS <i>(Applicant has exhausted all administrative channels in seeking this correction and has been counseled by a representative of his/her servicing military personnel office. (Applicable only to active duty and reserve personnel.))</i>			

86NP0083

DD Form 149 Reverse, APR 90

Figure 5-27.—Application for Correction of Military Records, DD Form 149—Continued.

APPLICATION FOR THE REVIEW OF DISCHARGE OR DISMISSAL FROM THE ARMED FORCES OF THE UNITED STATES		<small>Form Approved OMB No. 0704-0004</small>
<u>Privacy Act Statement</u>		
AUTHORITY:	10 U.S.C. 1553, Executive Order 9397, 22 Nov 43 (SSN).	
PRINCIPAL PURPOSES:	To apply for a change in the type of discharge issued.	
ROUTINE USES:	Placed in applicant's file. Used in applicant's case to determine the relief sought and to compare facts presented with evidence on record.	
DISCLOSURE:	Voluntary. If information is not furnished, applicant may not secure benefits from the board.	
REQUESTING COPIES OF MILITARY RECORDS		
Prior to applying for discharge review, potential applicants or their designated representatives may obtain copies of their military personnel records by submitting a Standard Form (SF) 180, Request Pertaining to Military Records, to the National Personnel Records Center (NPRC), 9700 Page Boulevard, St. Louis, MO 63132-5200.		
PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM		
1. DATA PERTAINING TO INDIVIDUAL (APPLICANT) TO BE REVIEWED		
a. NAME (Last, First, Middle Initial)		b. ADDRESS (Street, City, State, ZIP Code)
c. SOCIAL SECURITY NUMBER	d. SERVICE NO. (If different from SSN)	
e. TELEPHONE NUMBER (Include area code)		f. NAME & ADDRESS OF LAST COMMAND
g. BRANCH OF ARMED SERVICE (X one)	h. DISCHARGE RECEIVED: (X one)	i. DATE OF DISCHARGE (YYMMDD)
(1) ARMY	(1) HONORABLE	
(2) NAVY	(2) GENERAL/UNDER HONORABLE CONDITIONS	
(3) AIR FORCE	(3) UNDESIRABLE/UNDER OTHER THAN HONORABLE CONDITIONS	
(4) MARINE CORPS	(4) BAD CONDUCT (Special court martial only)	
(5) COAST GUARD	(5) OTHER (Explain) (GCMs not reviewed by DRBs)	
2. APPEAL FILED IN BEHALF OF INDIVIDUAL TO BE REVIEWED (If the reviewee is deceased or incompetent, complete this section.) Appropriate evidence must accompany this form.		3. BOARD ACTION REQUESTED (X as applicable)
a. RELATIONSHIP OF INDIVIDUAL SUBMITTING THIS APPLICATION TO APPLICANT (X one)		a. CHANGE DISCHARGE TO HONORABLE
(1) NEXT OF KIN		b. CHANGE DISCHARGE TO GENERAL/UNDER HONORABLE CONDITIONS
(2) SURVIVING SPOUSE		c. CHANGE REASON FOR DISCHARGE TO:
(3) LEGAL REPRESENTATIVE		
b. NAME (Last, First, Middle Initial)		
4. TYPE OF REVIEW REQUESTED (X one)		
a. I and/or (counsel/representative) wish to appear at a hearing at no expense to the Government before the Board in the Washington National Capital Region.		
b. I and/or (counsel/representative) wish to appear at a hearing at no expense to the Government before a Traveling Panel closest to (Enter city and state)		
c. Conduct a RECORD REVIEW of my discharge based on my military personnel file and any additional documentation submitted by me. I and/or (counsel/representative) will not appear before the Board.		
5. I HAVE ARRANGED TO BE REPRESENTED BY AND AUTHORIZE THE RELEASE OF RECORDS TO (Complete if applicable)		
a. NAME OF COUNSEL/REPRESENTATIVE (Last, First, Middle Initial)		b. ORGANIZATION
c. ADDRESS (Street, City, State, ZIP Code)		d. TELEPHONE (Include area code)
6. WAIVER OF COUNSEL (X if applicable)		
I have read Item 6 of the instructions pertaining to the AVAILABILITY of counsel and elect NOT to be represented by counsel/representative (leave Item 5 blank)		

DD Form 293, MAR 85
Previous editions may be used until August 1986.
86NP0084

Figure 5-28.—Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293.

7. SUPPORTING DOCUMENTS (X as applicable) (Please print name and social security number on each document.)			
a.	Will not be submitted. Please complete review based on available service records.		
b.	Will be submitted within 60 days.		
c.	Will be submitted within days.		
d.	Are listed below and are attached to this application: (Continue on a plain sheet of paper if more space is needed.)		
(1) DOCUMENT 1:			
(2) DOCUMENT 2:			
(3) DOCUMENT 3:			
8 ISSUES. The Board will consider any issue submitted by you prior to closing the case for deliberation. The Board also will review the case to determine whether there are any issues which provide a basis for upgrading your discharge. However, the Board is not required to respond in writing to issues of concern to you unless those issues are listed or incorporated by specific reference below. Read the instructions carefully that pertain to block 8 prior to completing this part of the application. If you need more space, submit additional issues on an attachment.			
ISSUE 1:			
ISSUE 2:			
ISSUE 3:			
ISSUE 4:			
a.	Check this block if you have listed additional issues as an attachment to this application.		
b.	I previously submitted an application on (Enter date) and I am completing this form in order to submit additional issues.		
c.	The above issues supersede all previously submitted.		
9 CERTIFICATION			
I make the foregoing statements as part of my application with full knowledge of the penalties involved for willfully making a false statement. (U.S. Code, Title 18, Section 1001, provides a penalty as follows: A maximum fine of \$10,000 or maximum imprisonment of 5 years, or both)			
a. DATE (year, month, day)		b. SIGNATURE	
UPON COMPLETION, MAIL THIS APPLICATION TO APPLICABLE ADDRESS BELOW			
ARMY	NAVY & MARINE CORPS	AIR FORCE	COAST GUARD
CO. USARCPAC 9700 Page Blvd St. Louis, MO 63132-5200	NAVAL Discharge Review 801 No Randolph St Arlington, VA 22203-1989	AFMPC/MPCDOA1 Randolph AFB, TX 78150-6001	Commandant (G-PE-1) U.S. Coast Guard Headq Washington, DC 20593-0001

DD Form 293 Reverse, MAR 85

Figure 5-28.—Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293—Continued.

INSTRUCTIONS FOR COMPLETION OF DD FORM 293

REQUESTING COPIES OF YOUR OFFICIAL MILITARY PERSONNEL FILE

Submission of a request for an applicant's military records (including a request pursuant to the Freedom of Information Act or Privacy Act) after the DD Form 293 has been submitted shall automatically result in the suspension of processing of the application for discharge review until the requested records are sent to an appropriate location for copying, are copied, and are returned to the possession of the headquarters of the Discharge Review Board. Processing of the application shall then be resumed at whatever stage of the discharge review process is practicable.

Applicants are strongly encouraged to submit any request for their military records prior to applying for discharge review rather than after submitting in a DD Form 293 in order to avoid substantial delays in processing of applications and scheduling of reviews. Applicants and their counsel also may examine their military personnel records at the site of their scheduled review prior to the review. The Board shall notify applicants of the date of availability of the records for examination in their standard scheduling information.

ITEM 1a. Use the name which you served under while in the Armed Forces. If your name has since changed, then also include your current name after adding the abbreviation "AKA". If the former member is deceased or incompetent, see Item 2.

ITEM 1b. Indicate the address to be used for all future correspondence regarding this application. If you change this address while this application is pending, you must notify the Discharge Review Board immediately. Failure to attend a hearing as a result of an unreported change in address may result in waiver of your right to a hearing.

ITEMS 1c, 1d, 1e, 1f. Self explanatory.

ITEM 1g. If you received more than one discharge, the information in this item should refer to the discharge that you want changed.

ITEM 1h. Self explanatory.

ITEM 2a. If the former member is deceased or incompetent, the application may be submitted by the next of kin, a surviving spouse or a legal representative. Legal proof of death or incompetency and satisfactory evidence of the relationship to the former member must accompany this application.

ITEM 2b. Name of person submitting application on behalf of the former member should be entered.

ITEM 3. Check either Item a or b but not both. If you check Item c you must list the specific reason for discharge that you believe to be appropriate. If you do not check any of these items, the Board will presume you want to change discharge to Honorable. If you do not check Item c the Board will presume that you do not want a change in reason for discharge.

If you were separated on or after 1 Oct 82 while in an entry level status (see DoD Directive 1332.14, Encl 3, Part 1-F) with an under other than honorable conditions discharge and less than 180 days of active service, you can request a change to "Entry Level Separation." To do this, write in block 7 "Change to Entry Level Separation."

ITEM 4. TYPE OF REVIEW REQUESTED

A. Discharge Review is conducted in two basic ways: (1) Hearing or (2) Records Review.

1. **Hearing.** You may appear personally (alone or assisted by a representative/counsel) before the Board in the Washington National Capital Region or before a Traveling Panel in selected locations throughout the U.S. Former members of the Army who do not reside close to the location of a Traveling Panel may be provided the opportunity for presentation by a video-taped hearing which upon completion will be presented to the Board in the Washington National Capital Region. Detailed notification and/or scheduling information for all personal appearances will be provided after the application has been processed. In addition, without appearing yourself, you may have your case presented in the Region or before a Traveling Panel by a representative/counsel of your choice.

2. **Records Review.** Without you and/or your counsel appearing, you may have the Board conduct a Review based solely on military records and any additional documentation that you provide.

B. Applicants participating in a personal appearance or hearing examination may make sworn or unsworn statements, introduce witnesses, documents, or other information on their behalf. Department of Defense is not responsible for, nor will it pay for, any costs incurred by the applicant. Applicants may make oral or written arguments personally and/or through representative/counsel. Applicants and witnesses who present sworn or unsworn statements may be questioned by the Board.

C. **FAILURE TO APPEAR AT A HEARING OR RESPOND TO A SCHEDULING NOTICE.** If you do not appear at a scheduled hearing or respond as required to a scheduling notice, and you did not make a prior, timely request for a continuance, postponement, or withdrawal of the application, you will forfeit the right to a personal appearance and the Board shall complete its review of the discharge based upon the evidence of record.

ITEM 5. Omit if you do not have a representative/counsel. If you later obtain the services of either, inform the Board immediately.

88NP0086

(Detached from DD Form 293, MAR 85)

Figure 5-28.—Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293—Continued.

ITEM 6. With regard to reviews involving a representative/counsel, the military services do not provide counsel representation or evidence for you, nor do they pay the cost of such representation under any circumstance. The following organizations regularly furnish representation at no charge to you. Representatives may or may not be lawyers.

1. American Red Cross
2. American Legion
3. Disabled American Veterans
4. Jewish War Veterans of the USA
5. Veterans of Foreign Wars

In addition, there are other organizations willing to assist you in completing this application and to provide representation at no cost. It is to your advantage to coordinate with your counsel prior to submitting this application. This will insure that your counsel is able to appear at the location you listed in ITEM 4. Please note that some of the organizations listed above only represent applicants who appear before the Board in the Washington National Capital Region. Contact your local veterans affairs office, Veterans Administration Office or veterans service organization for further information.

ITEM 7. Evidence not in your official records should be submitted to the Board before the review date. It is to your advantage to submit such documentation with this application or within the following 60 days. This also applies to legal briefs or counsel submissions. However, you have the right to submit evidence until the time the DRB closes the Review Process for deliberation. Documents that are of the most benefit are those which substantiate or relate directly to your issues (see ITEM 8). Other documents that may be helpful are character references, educational achievements, exemplary post-service conduct and medical reports. You should add your name and social security number to each document submitted. The Board will consider all documents submitted in your behalf, but will respond in writing only to those issues set forth in accordance with the instructions for ITEM 8.

ITEM 8. "Issues" are the reasons why you think your discharge should be changed. You are not required to submit any issues with your application. However, if you want the Board to respond in writing to the issues of concern, you must list your issues in accordance with those instructions and regulations governing the Board.

Issues must be stated clearly and specifically. Your issue should address the reasons why you believe that the discharge received was improper or inequitable. It is important to focus on matters that occurred while you served in the Armed Forces.

The following examples demonstrate one way in which issues may be stated. The example issues do not indicate, in any way, the only type of issue that should be submitted to the Board.

EXAMPLE 1. My Undesirable Discharge was inequitable because it was based on one isolated incident in 28 months of service with no other adverse action.

EXAMPLE 2. The Undesirable Discharge is improper because the applicant's preservice civilian conviction, properly listed on his enlistment documents, was used in the discharge proceedings for frequent involvement.

List Issues. In ITEM 8 list each of your issues that you want the Board to address. There is no limit to the number of issues that you may submit. If you need additional space, continue on a plain sheet of paper and attach it to this application.

NOTE: If an issue is not listed in ITEM 8, it may result in the Board not addressing the issue even if the issue is discussed in a legal brief or other written submissions or at the hearing. Changes or additions to the list may be made on the DD Form 293 anytime before the DRB closes the Review Process for deliberation. It is recommended that all issues be submitted within 60 days of the application submission.

Please be sure that your issues are consistent with the Board Action Requested (ITEM 3). If there is a conflict between what you say in your issues and what you requested in ITEM 3, the Board will respond to your issue in the context of the action requested in ITEM 3. For example, if you request a General Discharge in ITEM 3 but your issue in ITEM 8 indicated you want an Honorable Discharge, the Board will respond to the issue in terms of your request for a General Discharge. Therefore, if you are submitting issues for the purpose of obtaining an Honorable Discharge, be sure to check the box for an Honorable Discharge in ITEM 3.

Incorporation by Reference. Issues that are listed on a legal brief or other written submissions may be incorporated by reference in ITEM 8. The reference must be specific enough for the Board to clearly identify the matter being submitted as an issue. At a minimum, it shall identify the page, paragraph, and sentence incorporated.

EXAMPLE: ISSUE 1. Use brief, page 2, paragraph 1, sentences one and two.

Applicants should be as specific as possible with all references so the Board can clearly distinguish the scope of the issue. Because it is to your benefit to bring such issues to the Board's attention as early as possible in the review, if you submit a brief, you are strongly urged to set forth all such issues as a separate item at the beginning of the brief.

ITEM 9. Self explanatory.

86NP0087

(Detached from DD Form 293, MAR 85)

Figure 5-28.—Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293—Continued.

records, and closing and disposing of service records. These procedures are all associated with good service record maintenance practices. As you have read before, it is your responsibility, as a PN, to make sure the enlisted service records at your command are properly and accurately maintained.

VERIFICATION OF SERVICE RECORDS

According to the MILPERSMAN, Article 5030120, the accuracy and completeness of service record entries are important to the CO in matters regarding personnel administration. The service record entries are also important to the individual service members during their naval careers and after separation. The verification procedures prescribed here and in the MILPERSMAN, Article 5030120, provide for the systematic review of records so you can ensure their accuracy and completeness.

Importance and Value of Verifying Records

At a minimum, performing a service record review makes you aware of the following two things:

1. The service record contains all the required documents.
2. The documents are properly completed.

In addition, performing a review allows you to check for documents that may have been erroneously filed in a member's service record. Some of these documents, for example, may have been intended for CHNAVPERS or other activities. Others may have simply been misfiled. A periodic review helps to identify misfiled documents so they can be properly filed or forwarded to the appropriate authority.

Comparison With Other Records

When you verify an enlisted service record, check the information against that contained in other important records. Compare the service record data with the individual's pay and health (medical and dental) treatment records for correct name, SSN, rate, and class. You also should review the *Document Submission Guidelines for the Military Personnel Records System*, BUPERSINST 1070.27, for additional instructions on comparing service record data with pay and health treatment records.

Specific Times and Conditions

You should verify an enlisted member's service record upon the following events or circumstances:

- A transfer
- Arrival of the member at a final destination
- When member reenlists on board
- Immediately before disposal of the service record
- Before inactive enlisted naval reservists depart to AT

Also, a verification maybe done by an intermediate command to which the member reports for duty or instruction en route to the final destination. (This is recommended but not required.)

The verification/review of the service record must always be conducted in the presence of the member. After verifying the service record, you must give it to your supervisor for initialing. Your supervisor must certify verification of the enlisted service record on the History of Assignments, NAVPERS 1070/605, page 5. Make sure you verify the service record completely before you give it to your supervisor.

CHECKING OUT SERVICE RECORDS

There are many occasions when service records are checked out by authorized personnel such as workcenter supervisors, division officers, department heads, the legal officer, the XO, the CO, and others specifically authorized by the CO. Any individual who checks out a service record must have written authorization to do so.

Security and Accountability

The reasons for checking out service records are many and varied. Regardless of the reasons, you must make sure the security and accountability of the records are maintained. A member's service record contains information that only you (as the PN maintaining the record), other authorized individuals (such as the ones mentioned previously), and the individual service member concerned are authorized to view. No other individuals should have access to the information contained in a member's service record. As a PN, you are responsible for maintaining this type of security and accountability.

Whenever an individual's service record is checked out, you must make sure a check-out card such as the one shown in figure 5-29 is completed. The requirement for completing this card is to make sure you know at all times the whereabouts of this member's service record. This card also serves as a tickler system.

Enlisted service records should be allowed to be out of the personnel office for no more than 5 working days. This guideline should be followed unless there are legitimate reasons for allowing the records to be out of the office for a longer period of time. Such reasons could include legal proceedings, completion of officer accession applications by individuals, and the considerable distance between a command that has the records and the PERSUPPET that supports that command.

When service records are due back in the personnel office and the individuals who checked them out have failed to return them, you should contact these persons immediately to inquire about the records. If you are unable to achieve results, let your supervisor or personnel officer know about it.

To restrict access to service records, your command should require different commands or departments to submit a list of personnel authorized to check out service records. This way there is no confusion as to who can check them out. The list should contain the rates, names, and SSNs of primary and alternate individuals who can check them out. Another way of controlling service records is by maintaining a check-out log that can be used only by the personnel specifically authorized to check out these records.

Regardless of the method you use at your command, you must make sure that as the service records are returned, the names of the individuals who checked them out are deleted from the log, the card, or whatever other tickler system your command may use. This is to make sure you maintain an effective service record check-out/check-in system.

Your office should periodically account for all service records. One way to verify the accountability of the service records is to have a current and up-to-date alphabetical listing of all the personnel assigned to your command (or the commands served by your PERSUPPET) and verify all the service records against this listing. You can also use the alphabetical section of the EDVR if no other alphabetical listing exists.

We cannot overstate the importance of maintaining proper accountability of service records and protecting the information that these service records contain. You cannot divulge any information from an individual's service record. The information in a member's service record is only for that member, the responsible PN, and authorized individuals to know. Any infractions in security and accountability involving any member's service record should be reported immediately.

TRACING MISSING SERVICE RECORDS

It is not unusual to find out that a service record is missing at a critical time when the service record is really needed. This is an unfortunate fact. However, in spite of review, verification, and accountability procedures, and the best efforts of the personnel office, service records can still get lost.

All service records for which your command is responsible must be accounted for at all times. You must be able to have the records returned to the personnel office immediately when there is an urgent need to obtain information. Previously, you read about the service record check-out card system and how you can contact the person who checked out the service record as soon as the record is due back. You also read about the importance in maintaining a tickler system or file to determine the actual location of checked-out service records. If you maintain this tickler system or file accurately, you should not encounter any difficulties in retrieving service records from those individuals who checked them out.

What happens when service records are reported missing by the individuals who checked them out? What do you do in other cases when service records just seem to disappear from the service record file? You know the service records did not just disappear or walk away. It is more likely there is a lack of control somewhere in your check-out system. If you have an effective check-out/check-in system, the chances of misplacing service records or not being able to account for them will be substantially diminished but not totally eliminated.

What happens if you have exhausted all efforts in locating a field service record, and you are still unable to find it? In this case, the only available copy of the service record is in microfiche form. The only thing you can do is to send a request for field record reconstruction to CHNAVPER (PERS 313C1).

[illegible]

5-53

Figure 5-30 shows a sample copy of a microfiche record obtained from CHNAVPERs by request from an individual service member.

What if you receive the microfiche copy of the service record from PERS 313C1 and no other copies? You must find a microfiche reader/printer so that you can make copies of the microfiche pages. Most shore commands will have some type of microfiche reader/printer that can be used by other commands to make copies of microfiche pages.

Tracing a missing service record can be a difficult and frustrating task. There fore, you should maintain a good check-out/check-in system. For additional instructions concerning the availability of microfiche records, refer to the MILPERSMAN, Article 5010125.

PURGING SERVICE RECORDS

Have you ever walked into a personnel office and taken a look at the service records file? Have you ever noticed service records that are falling apart because there are so many unneeded documents in them? Have you ever walked into a PERSUPPDET and noticed desks or counters covered with piles of service records that each appears to be about 5 inches thick? Why do you think this happens? Take a guess. Give up? Well,

overstuffed service records and bulging service record files can usually be traced to a lack of proper purging and maintenance of these records on the part of the personnel office.

When to Purge

A member's service record can be purged as often as necessary. There is no maximum number of times a service record can be purged. On the other hand, there are occasions on which a member's service record should always be purged. At a minimum, enlisted service records should be purged at the following times:

- Upon a member's arrival at a command, whether it be for TAD, temporary duty (TEM DU), or permanent duty.
- For members who are serving on permanent duty at your command, you should purge the service records at least annually and upon their permanent detachment.

A conscientious PN does not need to be told when to purge a service record, he or she just does it. Are you a conscientious PN?

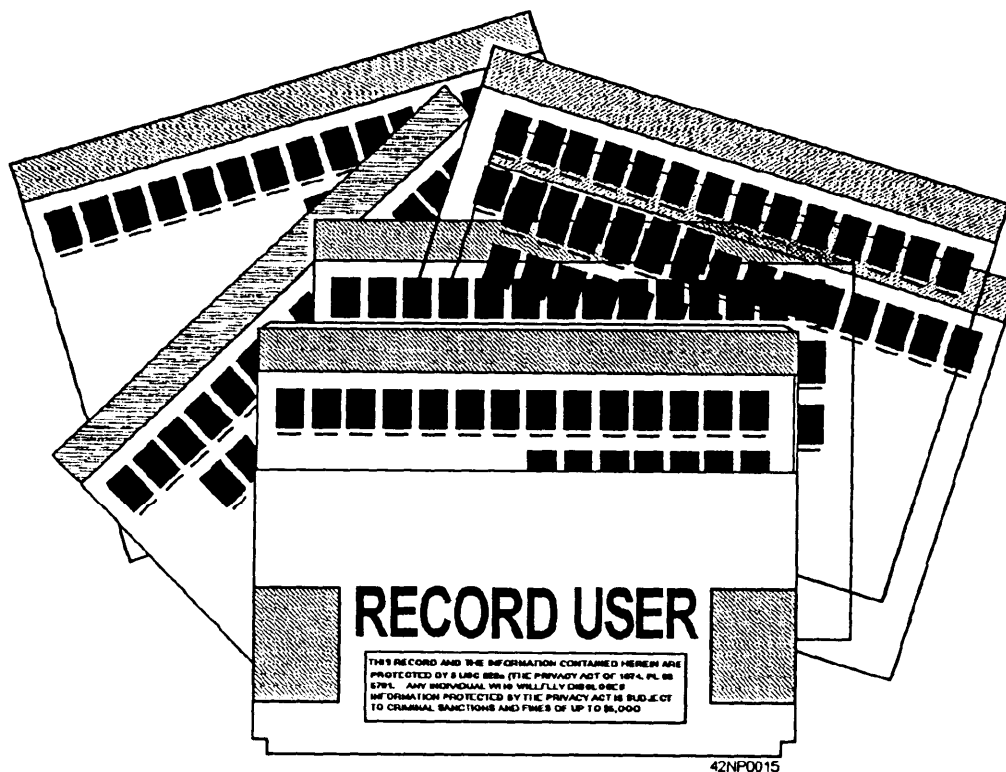


Figure 5-30.—Copy of a microfiche record.

What to Purge

The documents you purge from the service record should be documents that have served their purpose and are no longer needed to be filed in the service record. You should use common sense in this matter. Ask your supervisor if a document (or documents) should remain in the service record.

How to Purge

Do not discard any service record documents. You should give all the documents you purge from service records to the respective individuals for further disposition. You should explain to them that they should keep documents that are of value to them as long as they can.

Why You Should Purge

Wouldn't you like to walk into an office and notice that all records are properly purged and neatly maintained? Wouldn't you like your shipmates to walk into your office and notice how neatly you maintain their records? How do you maintain the records you are responsible for in your office?

Many personnel offices take pride in maintaining neat and well-purged service records. This inspires confidence. This is a reflection of the "I care" attitude and certainly reflects the great pride the PN's have in their jobs. Individuals who notice that their records are properly purged and neatly maintained have confidence in the abilities of their PN's. Not only do they feel that they can rely on their PN's to maintain their records properly, but they also know that they can rely on them in any matter pertaining to personnel administration. Strive to be this type of person! Be neat and show pride!

CLOSING AND DISPOSING OF ENLISTED SERVICE RECORDS

According to the MILPERSMAN, Article 5030140, the status of a member under orders determines whether the U.S. Navy Enlisted Service Record, NAVPERS 1070/600, is closed or remains open. According to this same article, you must close the field service record when a member is completely severed from all naval status gained by enlistment or induction.

Reasons

A field service record is closed for the following reasons:

- A member is released from a voided enlistment.
- A member is discharged from recruit training or Navy Veteran/Other Service Veteran (NAVET/OSVET) indoctrination.
- A member is discharged without immediate reenlistment.
- A member is discharged from the Regular Navy or Naval Reserve for immediate reenlistment in another branch of the U.S. Armed Forces.
- A temporary officer or an enlisted member is discharged to accept a permanent warrant or commission in the Regular Navy or Naval Reserve. (In this case, you should close the enlisted field service record only.)
- A member is transferred to the Fleet Reserve, the Retired List, or the Permanent Disability Retired List and concurrently released from active duty. (In this case, you should mark the outside cover of the NAVPERS 1070/600: FLEET RESERVE or RETIRED, as appropriate.)
- A member is transferred to the Retired Reserve or the Naval Reserve Retired List. (In this case, you should mark the outside cover of the NAVPERS 1070/600: RETIRED. Also include the page 13 retirement entry and a copy of the retirement orders.)

Packing and Forwarding Procedures

You should always send a closed field service record with the health treatment record as a one-record packet to the Naval Reserve Personnel Center (NAVRESPERSMAN), Code 401, New Orleans, Louisiana, unless the member is deceased. If the member is deceased, you should follow procedures outlined in the MILPERSMAN, Article 5030140.

We mentioned earlier that the closed service records are forwarded to NAVRESPERSMAN (NRPC). You must be aware that NRPC subsequently forwards the closed service record documents as indicated in the MILPERSMAN, Article 5030140, to CHNAVPERS (PERS 313C) to update the permanent microfiche record. The permanent record is then joined with the health treatment record and sent to the National

Personnel Records Center, St. Louis, Missouri, for final disposition or to serve as archival records.

ENLISTED PERFORMANCE EVALUATION REPORTS

Performance evaluation reports are an important part of any enlisted service member's career. As a PN, you will come into contact with these reports as part of your duties and responsibilities for maintaining enlisted service record data. To be a good PN, you must be thoroughly familiar with these reports.

In the following paragraphs, you will read about the reasons these reports are required. You will also read about the distinctions among the different types of evaluation reports such as the regular evaluation reports, concurrent and concurrent regular evaluation reports, and not observed (NOB) evaluation reports. You will also read about some of the tasks you will be expected to perform in support of these reports involving the performance information memorandum (PIM), changes and supplements to evaluation reports, and disposition of evaluation reports after they have been typed.

One thing you should remember is that the information provided in this chapter concerning evaluations is only partial. For official guidance, you should always refer to the instruction on enlisted performance evaluations. The intention of the information provided in this section is to give you a basic idea of what enlisted evaluations are and what their significance is in relationship to an enlisted member's service record and naval career. As a PN3 or PN2, you will most likely be tasked with typing these reports.

As is the case with making service record entries, you must make sure when you are tasked with typing enlisted performance evaluation reports that you type them promptly and correctly. You should always follow instructions contained in the *Navy Performance Evaluation and Counseling Manual*, BUPERSINST 1610.10.

REQUIREMENTS FOR EVALUATION REPORTS

Navy Regulations requires that records be maintained on enlisted persons that reflect their fitness for service and performance of duties. Enlisted performance evaluation reports are used in many personnel actions. These actions include advancement in rate, selection for responsible assignments and specialized training, award of the Good Conduct Medal, qualification for retention and reenlistment, and

characterization of service upon discharge. As you can see, enlisted performance evaluations are very significant in a person's naval career.

Evaluation reports are very important. Have you heard the expression, "evaluations can either make you or break you!"? This expression is very true. If you review the list of personnel actions, you can see how your whole career is very much dependent on your evaluations.

For you to receive good evaluation reports, you must do your job to the best of your ability. You must be honest, have unquestionable personal integrity, loyalty, and devotion to duty. You must be a responsible individual who understands your position in the chain of command. You must understand that you will be held accountable for your actions. You must be a sustained superior performer and exhibit high standards of personal conduct and ethical behavior.

You will go far by being a sustained superior performer. Do not just do what you are expected to do, do more. Do not be the average individual, go beyond the realm of normal expectation. When we say do more, we do not mean just professionally, but personally as well. Get involved in committees, clubs, and civilian organizations. Volunteer when you are asked to do so. Go to night school. Strive to be an overall well-rounded individual. Make a difference in your life and in the lives of others for the betterment of society. Your supervisor expects you to do this even though he or she may not necessarily tell you so.

To receive good evaluations, you must also show respect for authority. As a Navy service member, you should always respect authority. In the Navy, respect for authority is consistent with high standards of expected personal conduct. Show respect for your superiors. You may not like everyone with whom or for whom you must work, but you can show respect and try to put yourself in the other person's shoes.

As a PN3 or PN2, you will be supervised. The individuals over you will write your evaluations. Try to understand what your supervisors expect of you and why. This will help you understand their requirements and expectations regarding your performance. In working with peers, provide an example of high standards in your personal conduct and work ethic, encourage your shipmates to do their best and to work as a team, and recognize their individual contributions.

Remember also that if you stay in the Navy for one term, or even if you decide to make the Navy a career, you will be expected and required to supervise others at one time or another. When you supervise other individuals, you will expect them to respect you. If you are supervising Navy or civilian personnel, demonstrate high standards both professionally and personally. Provide clear instructions. Let your people understand what is expected of them. Monitor their performance and provide guidance as needed. You may not like everyone around you, but understanding their requirements and personalities will at least allow you to respect them for what they are.

Before you can be a good leader, you must be a good follower. Whether you are supervising other people or being supervised, respecting authority is expected and required of you according to *Navy Regulations*. If you plan to stay in the Navy, showing respect for authority is just common sense and the normal way of doing business!

REGULAR FITNESS AND EVALUATION REPORTS

For every Navy enlisted service member, regular fitness and evaluation reports must cover, day for day, all periods of enlisted service on active duty or in drilling Reserve programs. The only exception is during the member's initial entry training or as otherwise provided in BUPERSINST 1610.10.

Periodic reports, transfer reports, separation (SEP) reports, advancement/frocking (ADV) reports, and special (SPEC) reports, are all considered to be regular fitness and evaluation reports. Periodic reports are the only reports that must be submitted on specific dates. The other reports are submitted as necessary. Periodic reports are submitted by commands annually on the dates shown in figure 5-31 for both active duty and drilling Reserve personnel. Figure 5-31 shows the submission date requirements by paygrade.

PAYGRADE	DATES
E-9	15 April
E-8	15 September
E-7	15 September
E-6	15 November
E-5	15 March
E-4	15 June and 15 December
E-3/E-2/E-1	15 January and 15 July

Figure 5-31.—Dates when periodic evaluations are due.

A periodic report may be omitted if the period of the report will be less than 3 months. However, if this period is omitted, it must be included in the next regular report. This is to make sure a day-for-day continuity is maintained. Keep in mind that no report period may exceed 15 months without prior approval of CHNAVPERS (PERS 322).

CONCURRENT AND CONCURRENT/REGULAR FITNESS AND EVALUATION REPORTS

Concurrent fitness and evaluation reports provide a record of significant performance that cannot be directly observed by the regular reporting senior.

Conditions

Concurrent fitness and evaluation reports are optional unless required by the member's orders or applicable directives. They are usually submitted as transfer reports, but may be submitted on other occasions as needed. For example, if an individual is away from his or her permanent duty station under competent written orders and it becomes necessary because of the periodic reports submission requirements to give that individual a performance evaluation report, the CO of the TAD or additional duty (ADDU) location will write a concurrent report.

Requirements

The report period for a concurrent fitness or evaluation report should normally be at least 3 months unless the report is required by orders or directives, or is submitted to document exceptionally superior or substandard performance.

Commands that prepare concurrent reports must forward all copies of the concurrent reports to the regular reporting senior and retain a copy for their files. The regular reporting senior must, within 7 days, either countersign the concurrent report and forward it for filing, or return it with an explanation to the concurrent reporting senior. The countersignature verifies that the report has been properly submitted but does not necessarily imply agreement with the contents.

The regular reporting senior may endorse a concurrent report as concurrent/regular, provided this will maintain the continuity of regular reports. This procedure may be followed even if a regular report is not due. If a concurrent/regular report overlaps a

previous regular report, the regular endorsement will apply only to the period since the regular report.

If there is any adverse matter in either a concurrent or concurrent/regular report, the regular reporting senior must make sure appropriate entries are made in the service record and the member is afforded the right to submit a statement. Both the concurrent and regular reporting seniors must endorse the statement.

NOT OBSERVED FITNESS AND EVALUATION REPORTS

NOB fitness and evaluation reports are submitted to cover short periods of time (generally less than 3 months) during which a service member cannot be meaningfully evaluated by his or her regular reporting senior.

NOBs are submitted to cover periods of time during which a member is under instruction. They are also submitted to cover periods in which a member has been fully evaluated in a concurrent report.

An NOB fitness or evaluation report may not have trait grades or an advancement recommendation. If there is any trait grade, the report must be fully completed as an observed report even though all other traits are marked NOB.

PERFORMANCE INFORMATION MEMORANDUM (PIM)

A PIM is a narrative-style report of performance that provides information for use in verifying training accomplishments, making field service record entries, and/or preparing evaluation reports.

A PIM is prepared during the following occasions:

- For a member assigned to a command for duty or temporary duty less than 3 months
- For a period of ADDU or TAD of any length
- For AT, active duty for special work (ADSW), or mobilization recall lasting 17 days or less
- To provide course completion information required for page 4 of the field service record
- For any other performance that should be brought to the attention of the reporting senior

The PIMs should be forwarded within 15 days to the command that will prepare the regular evaluation report for the period covered. When the commanding officer receives a PIM on a member of his or her

command, he or she takes into account information provided in the PIM, and appropriate entries are made in the regular evaluation report. A sample PIM is shown in figure 5-32.

CHANGES AND SUPPLEMENTS TO FITNESS AND EVALUATION REPORTS

After a fitness or evaluation report has been filed in the official BUPERS microfiche record or the field enlisted service record, it may be modified only through administrative changes or the addition of supplementary material as discussed in annex P of BUPERSINST 1610.10, or through an appeal process as discussed in annex S.

Figures 5-33 A and B shows you blank samples of fitness and evaluation reports. You should refer to figure 5-33 as you read the following discussion of the different blocks of this report.

Administrative Changes

Administrative changes should be submitted only if the modification affects the Administrative sections of the report (blocks 1 through 19, 21 through 27, and 44 on the fitness report or block 48 on the evaluation). The administrative changes, as mentioned previously, may be submitted by the command or reporting senior originating the report, the member's current command, or in some cases by the member as discussed in annex P of BUPERSINST 1610.10.

Supplementary Material

Your command should submit supplementary material if the modification includes the Evaluative sections of the report. Supplementary material may also contain changes to the Administrative sections of the report. Supplementary material may be submitted only by the original reporting senior or the member's CO as of the ending date of the report, or an authority granting redress under *Navy Regulations*. Refer to BUPERSINST 1610.10 for additional information concerning supplementary material.

DISPOSITION OF FITNESS AND EVALUATION REPORTS

The BUPERS copy for E-5 and above with original signatures and initials should be sent to PERS 322 with a summary letter within 15 days after the ending date of the report. One copy should be filed in the service record, one copy given to the service member, and one

1616
(Orig. Code)
(Date)

PERFORMANCE INFORMATION MEMORANDUM

From: (Originating Command)
To: (Member's Permanent Duty Command)
Subj: PERFORMANCE INFORMATION MEMORANDUM ICO (Rate, Name, SSN)
Ref: (a) BUPERSINST 1616.9A

1. Period of duty: To
2. Type of duty:
[TEM DU/TEM ADD/AT, etc. Add "Under Instruction," if applicable.]
3. Duties assigned (or courses attended):

[If the PIM covers course attendance, provide the information needed for page 4 of the field service record: Course Title, Course Identification Number, School Location, NEC Earned (if any), Course Length, Dates Enrolled and Completed, Final Mark, and Class Standing. If the course was not completed, give reason.]

4. Comments:

A. B. SEA
By direction

Figure 5-32.—Sample performance information memorandum (PIM).

copy retained by the reporting senior (E-7–E-9). The original report of an E-1 to E-4 should be filed in the service record, one copy given to the service member, and a copy to the reporting senior or the command. More information can be found in annex A of BUPERSINST 1610.10.

All signatures and signature dates and initials must be original on the BUPERS copy, but may be legible carbon copies or photocopies on the activity field service record and member's copies.

NAVY GOOD CONDUCT MEDAL

According to the *Navy and Marine Corps Awards Manual*, SECNAVINST 1650.1, the Navy Good Conduct Medal was established by the Secretary of the Navy (SECNAV) on 26 April 1869, to recognize the all-around good Navy enlisted person, well qualified in all phases of conduct and performance. Effective 1 February 1971, COs were delegated authority to award the Good Conduct Medal and subsequent awards and to issue medals and certificates.

FITNESS REPORT & COUNSELING RECORD (E7 - O6)										RCS BUPERS 1611.1	
1. Name (Last, First, MI, Suffix)		2. Grade/Rate		3. Duty Station		4. SIN		5. Duty Station		6. SIN	
3. ACT: <input type="checkbox"/> ADVANCE <input type="checkbox"/> TALK <input type="checkbox"/> BACK		4. UIC		7. Stage/Station		8. Promotion Status		9. Date Reported		10. Date Reported	
10. Periodic: <input type="checkbox"/> 11. of Individual <input type="checkbox"/> 12. Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/> 14. Period of Report		15. To: <input type="checkbox"/> 16. Net (Physical)		17. Major <input type="checkbox"/> 18. Grade <input type="checkbox"/> 19. One Cdr <input type="checkbox"/> 20. Physical Readiness		21. Initial Subcategory (if any)		22. SIN		23. UIC	
24. Reporting Senior (Last, FI, MI)		25. Grade		26. UIC		27. SIN		28. UIC		29. SIN	
30. Command employment and command achievement											
31. Primary/Commanding Officer (Name, primary duty observation in title)											
32. Signature of Individual Commanded											
33. Signature of Commander											
34. Signature of Reporting Senior											
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99. Signature of Reporting Senior											
100. Signature of Reporting Senior											

Figure 5-33B.—Fitness Report & Counseling Record, NAVPERS 1610/2.

SERVICE ELIGIBILITY REQUIREMENTS

After 1 November 1963, any 4 years of continuous active service as an enlisted person in the Regular Navy or Naval Reserve is a requirement for the issuance of a Good Conduct Medal. For a first enlistment, this requirement could have been fulfilled or may be fulfilled as follows:

- Continuous active service during minority enlistment provided the member served on active duty to the day preceding his or her 21st birthday even though the member extended his or her enlistment and remained on active duty
- Continuous active service during a minority enlistment provided the member served on active duty within 3 months of the day preceding his or her 21st birthday
- Continuous active service during a first enlistment for 4 years from which the member has been discharged or released to inactive duty within 3 months of the date of expiration of enlistment. (This does not apply to those members who are discharged for the purpose of immediate reenlistment or have an inoperative extension.)

To illustrate the eligibility for the issuance of a Good Conduct Medal for an individual who remains on active duty, let's look at the case of a member who joined the Navy on 20 March 1993 for 4 years and has a 12-month inoperative extension. Provided all eligibility criteria are met, this member will be eligible for the Good Conduct Medal on 19 March 1997, which is basically this member's EAOS. This member will continue to receive the award on the same day for the rest of his or her naval career provided he or she is eligible.

NOTE: The minority enlistment program, as mentioned previously, was terminated on 12 March 1969.

CONDUCT ELIGIBILITY REQUIREMENTS

Within the required period of active service, the individual must have a clear record. This means the member must have no convictions by court-martial, no nonjudicial punishments, no sick misconduct, and no civil convictions for offenses involving moral turpitude.

If a member is confined as a result of conviction by a general, special, or summary court-martial, a new 4-year period must begin with the date of restoration to duty on a probationary basis. If confinement is not included in an approved sentence of the court-martial, a

new 4-year period must begin with the date of convening authority action.

If the member's service record contains a nonjudicial punishment, a new 4-year period must begin with the next date following the date of the offense.

If the member is convicted by civil authorities for an offense involving moral turpitude, a new 4-year period must begin with the date of the member's return to active duty status.

If the record contains a disqualifying mark that is not the result of a nonjudicial punishment, the new 4-year period must begin with the next date following the date of the mark.

In the following paragraphs, you will learn about other criteria that will help you to determine the issuance date for the Good Conduct Medal.

PERFORMANCE MARKS REQUIRED DURING PERIOD OF ELIGIBILITY

After 31 August 1983, a member may not have a mark below 3.0 in Military Knowledge/Performance, Rating Knowledge/Performance, Reliability, Military Bearing, Personal Behavior and Directing. A mark below 3.0 makes the member ineligible to receive a Good Conduct Medal.

If you should be responsible for determining the eligibility requirement for issuance of a Good Conduct Medal for personnel who have served before to 31 August 1983, use the following information as a guideline:

- Personnel in paygrades E-4 and below may not have a mark below 3.0 in any trait.
- Personnel in paygrades E-5 and E-6 may not have a mark below EEL (typically effective—lower) in directing, individual productivity, reliability, or conduct.
- Personnel in paygrades E-7, E-8, and E-9 may not have a mark below the bottom 50 percent in performance, reliability, conduct, or directing.

Let's look at another case in which eligibility for a Good Conduct Medal must be determined. Let's say an individual joined the Navy after August 1983. Specifically, let's say this person joined the Navy on 10 January 1992 for 4 years and has a 24-month inoperative extension. Let's also say this individual receives a performance evaluation mark of 2.0 in Military Bearing on 30 June 1993. For this member, the new period of

eligibility for the Good Conduct Medal begins on 1 July 1993. Provided the member meets all other eligibility criteria for issuance of the award, this individual will receive the first Good Conduct Medal on 30 June 1997. You can determine the 4 years of good conduct by subtracting 93 July 01 (930701) from 97 June 30 (970630). You should come out with 3 years, 11 months, and 29 days. You would then include 1 (day) as the inclusive date to the number 29 (days), which will make the number $29 + 1 = 30$. So, now you have 3 years, 11 months, and 30 days, which equals 4 years. Try this computation and see if you can come out with the correct answer.

CERTIFICATE AND SERVICE RECORD ENTRY REQUIRED

A NAVPERS 1650/1 certificate is shown in figure 5-34. This certificate must be prepared for each award earned by a member. As a PN, you may be tasked with typing the appropriate information on these certificates.

The member's rate, name, branch of service, and the number of the award must be centered in the appropriate spaces. The ending date of the period of service for which the award was earned must be centered after "Awarded for service completed on." The CO's name, rank, and branch of service must be typed above Commanding Officer, and his or her signature affixed.

A service record entry is also required in the Awards section of the page 4. You should also record the issuance of a Good Conduct Medal in the Special Achievements section of the enlisted performance evaluation report.

ATTACHMENTS

A bronze star, 3/16 inch in diameter, is worn on the suspension ribbon and bar to denote subsequent awards.

OTHER IMPORTANT INFORMATION CONCERNING GOOD CONDUCT MEDALS

For personnel who served in a first enlistment of 4 years on a minority enlistment and who met the eligibility requirements except for length of service, the Good Conduct Medal was presented 3 months before the eligibility date. In the event that the member failed to fulfill the requirements during the remaining 3 months of the eligibility period, the CO had the option to revoke the award.

A member who fails to meet eligibility requirements for the Good Conduct Medal who reenlists or reports for active duty within 3 months after his or her discharge or release to inactive duty is considered to be serving under "continuous active service" conditions. While the time between the date of separation and date of return to active duty is not counted as an interruption of active service, it may not be included in computing time served. A member who reenlists or reports for active duty after 3 months must begin a new 4-year period on the date of reenlistment or reporting for active duty.

An enlisted member appointed a temporary commissioned officer is entitled to include such temporary service on reverting to an enlisted status for any purpose (including for discharge to accept appointment as a permanent officer). Naval Academy midshipmen who are not commissioned, but are retained in the service in an enlisted status, may include such midshipman service for the purpose of earning the Good Conduct Medal.

Active service in a Reserve status credited toward the Naval Reserve Meritorious Service Medal may not be credited for the Good Conduct Medal.

When the requirements have been met, but it is evident that the individual is not deserving of this award due to a repeated record of valid letters of indebtedness, or other acts that are not in keeping with the high moral standards required of all Navy personnel, the CO must make appropriate recommendations to the Chief of Naval Operations (OP-09B33) stating the reason.

If there is insufficient evidence in a member's service record to determine eligibility for the Good Conduct Medal or subsequent award, a copy of the page 9 should be requested from CHNAVPERS in order to complete the service record and determine the member's eligibility for the award.

SUMMARY

You have just read about the importance of making sure enlisted service records are maintained properly, completely, and accurately. In this chapter, you read about the general form of the service record, the contents of the basic enlisted service record, and which documents are filed on the left and right sides. You read about how each member's service record is different and how some records will require more documents than others.

You read about some of the areas of service record maintenance in which you will be involved, including

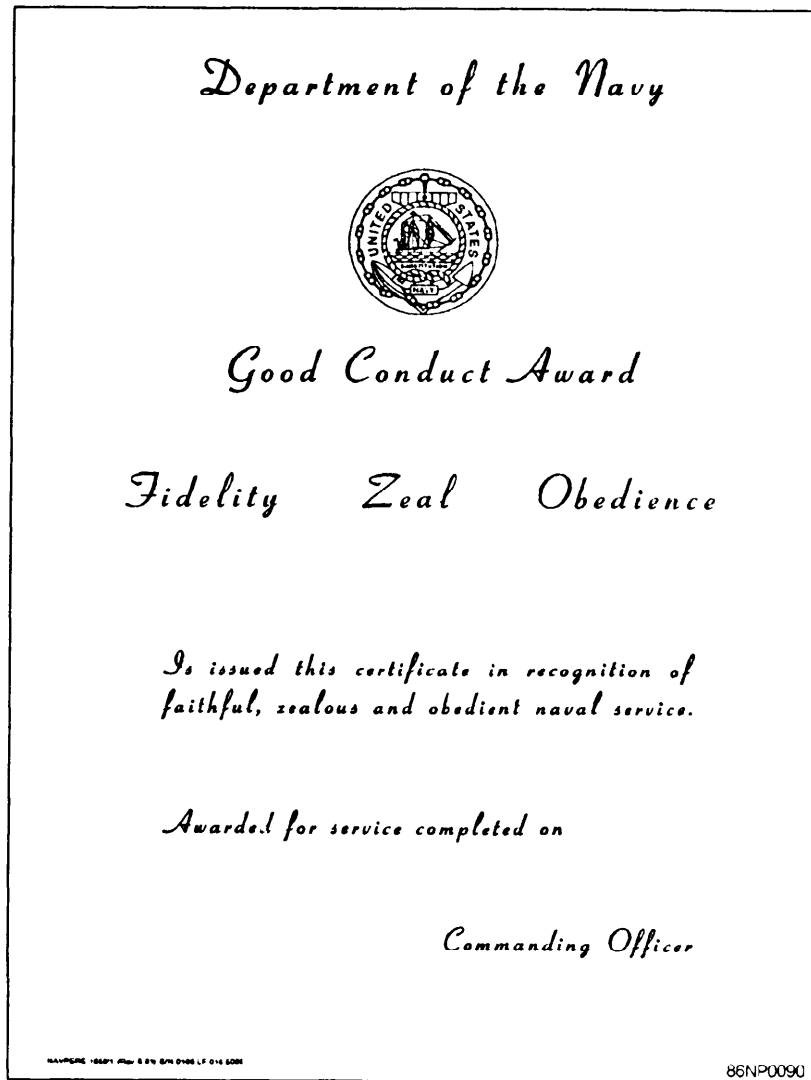


Figure 5-34.—Good Conduct Award certificate.

the verification, purging, and disposition of service records, You also read about evaluations reports and the significance of evaluations in a person's career. You also learned about the eligibility criteria for the issuance of the Good Conduct Medal.

The information in this chapter was intended to provide you with an overview of these topics. For additional information beyond the scope of this chapter, you should refer to the MILPERSMAN and other official publications and authorities.